

City of Simi Valley

SUPPORTING DOCUMENT

Fiscal Year 2014-15



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FY 2014-15 SUPPORTING DOCUMENT

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CITY ADMINISTRATION

**CITY ADMINISTRATION
PROPOSED BUDGET SUPPORTING INFORMATION
FY 14-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42230: Office Supplies

\$16,900

FY 2013-14 Estimated Actual	\$12,900
FY 2013-14 Budget	\$12,900
FY 2012-13 Actual Expenditures	\$10,687

This account includes \$7,900 for general office supplies for City Administration and \$9,000 for service awards.

Justification for increase over FY 2013-14 Budget and Estimated Actual:

The large number of employees who will hit service milestones during FY 2014-15 necessitates an increase in the budget for service awards.

Account 42420 Special Department Expense

\$71,800

FY 2013-14 Estimated Actual	\$32,800
FY 2013-14 Budget	\$32,800
FY 2012-13 Actual Expenditures	\$62,007

This account provides for election expenses and contributions toward special events, including the annual Fourth of July Fireworks show.

Justification for increase over FY 2013-14 Budget and Estimated Actual:

Election expenses are bi-annual and additional funding for special events has been approved by the City Council.

Account 42440: Memberships and Dues

\$6,700

FY 2013-14 Estimated Actual	\$5,700
FY 2013-14 Budget	\$5,000
FY 2012-13 Actual Expenditures	\$2,486

This account provides for participation in the following organizations:

International Council of Shopping Centers (ICSC)	\$500
Ventura County City Manager's Group	\$200
International City/County Management Association (ICMA)	\$2,800
California City Management Foundation (CCMF)	\$400
Municipal Management Association of Southern California (MMASC)	\$200
California Public Employers Labor Relations Association (CALPELRA)	\$600
City Clerks Association of California (CCAC)	\$200
National Notary Association (NNA)	\$600
International Institute of Municipal Clerks (IIMC)	\$200
Society for Human resource Management (SHRM)	\$200
Chartered Property and Casualty Underwriters (CPCU)	\$300
International Personnel Management Association (IPMA)	\$400
Public Agency Risk Managers Association (PARMA)	\$100
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	\$6,700

Justification for increase over FY 2013-14 Budget and Estimated Actual:

ICSC memberships have moved from the Non-Departmental Budget to the City Administration Budget. Additionally, a second ICMA membership was added to reflect current business practices.

Account 42450: Subscriptions and Books

\$1,000

FY 2013-14 Estimated Actual	\$1,900
FY 2013-14 Budget	\$1,800
FY 2012-13 Actual Expenditures	\$1,364

This account is used to purchase the following professional books, journals, and subscriptions:

Los Angeles Times	\$300
Ventura County Star	\$300
Economic Development Publications	\$100
Liebert Training Workbooks	\$100
California Public Employees Relations (CPER) Guide	\$200
	<hr/>
	\$1,000

**FY 2014-15
REQUEST**

Account 42460: Advertising

\$26,500

FY 2013-14 Estimated Actual	\$27,700
FY 2013-14 Budget	\$26,500
FY 2012-13 Actual Expenditures	\$19,920

This account is used to purchase the following professional books, journals, and subscriptions:

Ventura County Star (Legal)	\$14,700
Ventura County Star (Personnel)	\$4,500
Jobs Available	\$1,300
Simi Valley Acorn	\$1,200
Specialized publications and websites	\$4,800
	\$26,500

Account 42720: Travel, Conferences, and Meetings

\$32,500

FY 2013-14 Estimated Actual	\$27,000
FY 2013-14 Budget	\$31,900
FY 2012-13 Actual Expenditures	\$17,966

This account provides funding for Council Members and staff to attend the following conferences and meetings:

3 - National League of Cities Conference	\$5,400
6 - League of California Cities Conference	\$5,400
4 - Int'l Council of Shopping Centers Conference	\$6,000
2 - California Public Labor Relations Conference	\$2,800
League of California Cities, City Manager's Meeting	\$700
League of California Cities, Channel Counties Division Meetings	\$500
City Clerks Association of California Conference	\$1,400
2 - Employee and Labor Rel. Conference (Employment Law)	\$1,400
International Council of Shopping Centers Local Meetings	\$200
Chamber of Commerce Meetings	\$200
Legislative meetings and hearings	\$7,000
Oral board meal expenses	\$1,500
	\$32,500

Justification for increase over FY 2013-14 Budget and Estimated Actual:

Some conferences and meetings were not attended during FY 2013-14 due to staff efforts to minimize expenditures, and the cost of attending the League of California Cities conference has been increased slightly.

**FY 2014-15
REQUEST**

Account 42730: Training

\$32,900

FY 2013-14 Estimated Actual	\$20,800
FY 2013-14 Budget	\$27,400
FY 2012-13 Actual Expenditures	\$27,592

This account provides funding for the following training activities:

Professional Development	\$1,800
Certification/Licensing	\$0
Technical/Skill Building	\$500
Regulatory Training	\$5,100
General Management/Supervisory/Leadership Skills	\$11,400
Other: Tuition Reimbursement Program	\$14,100
	<hr/>
	\$32,900

Justification for increase over FY 2013-14 Budget and Estimated Actual:

As part of succession planning, the skills training and tuition reimbursement budget has been increased.

Account 42790: Mileage

\$32,600

FY 2013-14 Estimated Actual	\$31,100
FY 2013-14 Budget	\$32,100
FY 2012-13 Actual Expenditures	\$27,633

This account is used to compensate City Administration staff for car allowances and use of their personal vehicles on City business, including the delivery of City Council packets.

Justification for increase over FY 2013-14 Budget and Estimated Actual:

The cost of mileage reimbursements are expected to increase slightly in FY 2014-15 due to the increased gasoline costs.

SUBTOTAL - SUPPLIES AND MATERIALS

\$220,900

**CITY ADMINISTRATION
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Strategic Planning and Organization Development (Executive Retreat)
TOTAL: \$5,000
ACCOUNT: 100-1520-44010
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Professional/Special Services	\$5,000
TOTAL:	<u>\$5,000</u>

The City's Executive Management Team periodically convenes for strategic discussions on how to most effectively direct the organization toward implementation of City Council goals and priorities. The Team will employ the services of a management consultant to facilitate consensus-driven problem solving, enhance communication, and encourage team building.

Topics discussed at the March 2014 Executive Retreat included:

- Development of City Council priorities through June 30, 2015
- Affordable housing availability
- Pensions and associated impacts
- City Council protocols

Eliminating funding for strategic planning and organizational development would result in the loss of the opportunity to discuss City goals and operational issues and enhance working relationships among the Executive Team in a focused, facilitated setting.

**CITY ADMINISTRATION
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Economic Development Advertising in the San Fernando Valley Business Journal
TOTAL: \$18,900
ACCOUNT: 100-1125-44010
PRIORITY: 3

SAVINGS BREAKDOWN

Current Expenses

Professional/Special Services	\$18,900
TOTAL:	<u>\$18,900</u>

The San Fernando Valley Business Journal is a weekly publication that covers the business community of the San Fernando, Conejo, Santa Clarita, and Simi Valleys. It includes news stories, business advice, and company lists while also hosting numerous business networking events throughout the year. Of their more than 14,000 subscribers, 80% of readers hold management positions, 52% of readers own their own businesses, and 86% of readers influence the purchase of products and services for their businesses.

The experience of the City's Economic Development Office is that businesses located in the surrounding suburban valleys are the most likely to relocate to Simi Valley, and the City has experienced great success in attracting businesses in the San Fernando Valley to Simi Valley. The City has previously advertised in the more geographically-diverse Los Angeles Business Journal but redirected advertising efforts to the San Fernando Valley Business Journal because it proved more successful. The City's advertisements advance the City's brand as a business-friendly community that is very close to the urban infrastructure of the greater Los Angeles area while offering a desirable suburban lifestyle, lower cost of doing business, and a more responsive government. Because funding was included in the now-dissolved Community Development Agency budget, the City did not advertise in the San Fernando Valley Business Journal during FY 2011-12. Funding from the General Fund was provided in FY 2013-14, but elimination of funding in 2014-15 would negatively impact the City's branding as a destination for business.

**CITY ADMINISTRATION
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Reduce Employee Training
TOTAL: \$7,000
ACCOUNT: 100-1520-42730
PRIORITY: 4

SAVINGS BREAKDOWN

Current Expenses

Training	\$7,000
TOTAL:	\$7,000

The Human Resources Division is tasked with workforce development activities and ensuring proper succession planning is completed as the City's staff turns over. As such, the Division provides Citywide training opportunities for City staff to improve their workplace productivity and skillsets that simultaneously improve service delivery and improve the City staff's skills. Reducing training funding would reduce the ability to train employees on general issues that impact them in the workplace.

**CITY ADMINISTRATION
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Reduce Funding for the Outside Personnel Investigations
TOTAL: \$12,500
ACCOUNT: 100-1520-44010
PRIORITY: 6

SAVINGS BREAKDOWN

Current Expenses

Professional/Special Services	\$12,500
TOTAL:	<u>\$12,500</u>

When allegations are made against City staff, the Human Resources Division typically completes investigations into the allegations. Some investigations are particularly complex or would create potential conflicts of interest, so the City occasionally hires outside investigators to complete personnel investigations. This reduction in funding would impact the Division's ability to obtain outside investigators for personnel investigations.

**CITY ADMINISTRATION
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Outside Legal Counsel in Human Resources
TOTAL: \$15,000
ACCOUNT: 100-1520-44012
PRIORITY: 7

DEPARTMENT PROPOSAL	
<u>Current Expenses</u>	
Outside Legal Services	\$15,000
TOTAL:	<u>\$15,000</u>

The Human Resources Division is responsible for ensuring that the City conforms to all relevant employment, labor, and benefits laws, regulations, and codes as well as ensure the proper accounting of retirement benefits. To accomplish this, Human Resources relies on employment law attorneys and other specialists to assist with providing legal opinions on a range of employment issues, conducting sexual harassment and discrimination investigations, and representing the City during labor negotiations processes and court proceedings.

Reducing funding for these legal resources (from \$25,000 to \$10,000) would limit the Human Resources Division's ability to limit liability of personnel issues as they arise. In limiting these professional services, staff would conduct the required research and investigations. The time required for these cases would adversely impact staff's ability to address other Human Resources priorities. While there is no direct impact in services to the public, there could be liabilities by relying on in-house staff who may not have the expertise or specialized training.

**CITY ADMINISTRATION
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for the Simi Valley Business Forum
TOTAL: \$10,000
ACCOUNT: 100-1125-44010
PRIORITY: 9

SAVINGS BREAKDOWN

Current Expenses

Professional/Special Services	\$10,000
TOTAL:	\$10,000

The Economic Development Section of the City Manager's Office presented its initial Simi Valley Business Forum in 2008 as a free service to all business owners and prospective business owners in Simi Valley. After the success of the first event, the City Council made it an annual event beginning in 2010. By 2011, attendance at the event had doubled to attract nearly 200 attendees. However, the 2012 Simi Valley Business Forum was canceled after the State of California dissolved redevelopment agencies in California, including the Simi Valley Community Development Agency, which funded the Forum. The Simi Valley Business Forum returned in 2013.

The Business Forum includes a free networking breakfast, followed by a Keynote Address and multiple breakout sessions. Each session/workshop covers different areas of interest such as marketing, financing, hiring, and licensing. Additionally, business advisers and consultants are present during the Forum to meet with and offer free one-on-one counseling and consultations to attendees.

Elimination of funding for the Forum in FY 2014-15 would cancel the 2014 Simi Valley Business Forum.

**CITY ADMINISTRATION
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate attendance at the National League of Cities Conference
TOTAL: \$5,400
ACCOUNT: 100-1105-42720 (\$3,600) and 100-1125-42720 (\$1,800)
PRIORITY: 10

SAVINGS BREAKDOWN

Current Expenses

	Travel, Conferences, and Meetings	\$5,400
TOTAL:		<u>\$5,400</u>

The City has been a member of the National League of Cities for over 20 years. The League represents municipal governments throughout the United States, working to promote cities through advocacy, education, and training. The National League of Cities holds its annual Congressional City Conference every March in Washington D.C. The conference offers a unique opportunity for Council Members and City staff to receive information about municipal issues with a national perspective and to discuss issues with representatives of other cities. The conference also enables Council Members and City staff to meet with federal officials to discuss impacts of federal actions on the City. These meetings with federal officials have been extremely advantageous and have produced federal and state funding for local projects.

Eliminating attendance would decrease Council Members' and City staff's ability to receive information regarding the local impacts of pending federal actions, decrease the ability to review local issues with representatives of other cities, decrease the opportunity to meet with federal officials to resolve local issues, and possibly result in a loss of opportunities to obtain federal assistance for local projects.

**CITY ADMINISTRATION
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate the Special Event Support Program
TOTAL: \$25,000
ACCOUNT: 100-1125-42420
PRIORITY: 11

SAVINGS BREAKDOWN

Current Expenses

Special Departmental Expense	\$25,000
TOTAL:	<u>\$25,000</u>

In FY 2013-14, the City Council created the Special Event Support Program, which provides City funding for special events taking place within Simi Valley, sponsored by non-profit organizations. Under the program, non-profit organizations apply for funding, and members of the Special Event Support Review Committee make funding recommendations to the City Council, who then ultimately awards funding.

Organizations that receive funding under the program typically use the funds to offset event production costs, such as the costs of providing traffic control services, rentals, advertising, and insurance. Most applicants distribute proceeds to the local community, so City offsets of costs generally result in recipients making larger donations to non-profit organizations. Eliminating funding for this program is unlikely to cancel special events, but recipient events would likely be made smaller and/or would make lesser contributions to the community.

**CITY ADMINISTRATION
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate funding for the Economic Development Marketing Plan
TOTAL: \$80,000
ACCOUNT: 100-1125-44010
PRIORITY: 12

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Professional/Special Services	\$80,000
TOTAL:	\$80,000

On October 8, 2012, the City Council adopted an Economic Strategic Plan that focused on increasing the City's economic development efforts in various areas that collectively result in a positive impact on the City's level of service, visibility, and business attraction/retention efforts. One of the items contained in the Plan addressed the preparation of a regional marketing plan to attract Southern California businesses and professionals to Simi Valley. A marketing consultant hired by the City completed a marketing study, and the City Council reviewed the consultant's final Marketing Campaign Report in fall 2013. Funding to implement a suggested marketing campaign was considered by the City Council in February 2014 but deferred to FY 2014-15 to allow further refinement of the marketing campaign.

Implementation of the marketing campaign would require the continued involvement of a marketing consultant because existing staff does not have the expertise or industry contacts to negotiate contracts for paid media and is constrained by the availability of time and talent to create the collateral material. A marketing consultant would develop collateral material for a marketing campaign that would likely include a direct mail effort to targeted businesses in areas that are likely to result in business relocations, advertising in publications and trade journals, expansion of the City's on-line presence, and public relations efforts. The exact components of the campaign would be determined in conjunction with the marketing consultant.

**CITY ADMINISTRATION
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate funding for update to Records Retention Schedule
TOTAL: \$4,500
ACCOUNT: 100-1130-44010
PRIORITY: 13

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Professional/Special Services	\$4,500
TOTAL:	\$4,500

In 2003, the City implemented a comprehensive Records Management Program comprised of a Citywide Records Retention Schedule and Records Management Manual to ensure the proper administration and management of all City records. The Program is designed to provide for efficient and economical methods to manage the creation, utilization, maintenance, retention, preservation, and destruction (where appropriate) of all City records in compliance with federal and state laws.

Records management experts suggest that an agency's Records Management Program be reviewed regularly to reflect updated business practices and technologies. As such, staff recommends hiring a public records consultant with experience working with other cities throughout California assist with the review and update of the City's existing Program.

Elimination of funding for an update to the Citywide Records Retention Schedule and Records Management Program would result in a delay in implementing any new measures contained in an update. That could result in increased costs due to handling and storage of physical and electronic files, the unnecessary retention of records, or the destruction of records that the City may want to retain.

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CITY ATTORNEY

**CITY ATTORNEY
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$2,300

FY 20 13-14 Estimated Actual	\$2,300
FY 2013-14 Budget	\$2,300
FY 2012-13 Actual Expenditures	\$2,200

This account is used to purchase various office and computer-related supplies.

Account 42440: Memberships and Dues \$2,700

FY 2013-14 Estimated Actual	\$1,400
FY 2013-14 Budget	\$2,100
FY 2012-13 Actual Expenditures	\$1,900

This account provides for participation in the following organizations:

4 - California State Bar	\$1,840
4 - Tri-Counties Government Attorneys Association	\$140
4- Ventura County Bar Association	\$640
1 - SCAN Annual Membership	\$80
	\$2,700

Justification for increase over FY 2013-14 Budget and Estimated Actual:

It is anticipated that the dues for Membership in SCAN for Non-NATOA Members will not be increased in the next fiscal year. California State Bar membership dues for four attorneys increased slightly from the 2013 dues, but dues were only paid for three attorneys this year. Dues for Tri-Counties membership remained at \$35 for each attorney. The budgeted amount for FY 2015 will remain the same.

Membership with the Ventura County Bar Association was not part of the budget last year; however, there are numerous educational and practical benefits from which the office attorneys could benefit. Overall, participation provides costs savings, discounts, and access to critical MCLE programs and information, on-line legal briefs on various topics, monthly educational lectures in specialized areas of the law, as well as opportunities to meet other colleagues and judges in the county, and the ability to be part of the group that shapes court policies and procedures. Memberships for each attorney are \$160 and are included in the FY 2014-15 budget.

**FY 2014-15
REQUEST**

Account 42440: Subscriptions and Books

\$13,300

FY 2013-14 Estimated Actual	\$12,700
FY 2013-14 Budget	\$13,000
FY 2012-13 Actual Expenditures	\$7,200

This account is used to maintain ongoing subscriptions and supplements required to update print publications necessary for legal research. It also provides for the purchase of new legal publications as necessary. The budget for each of the publications listed below has been adjusted to accommodate vendor estimates of increases/decreases occurring in 2014-15. The office also continues to benefit from a 50% discount on Thomson/West print publications due to the Westlaw Subscriber Agreement. Last year, the Office renewed its print subscription to West's California Reporters, which had been discontinued in 2011. The cost per month is \$378.25, excluding tax charges, with a 15% discount in conjunction with the three-year Subscriber Agreement. In years two and three the West's California Reporters print subscription will be increased by 5%.

The following are current publications required by the City Attorney's Office:

ACEC publications	\$200
CEB Regents	\$3,500
Daily Journal	\$800
Local Government Publications	\$200
Lexis Nexis/Matthew Bender	\$800
Specialized legal publications	\$400
Solano Press	\$200
Thomson/West	\$7,200
	<hr/>
	\$13,300

Justification for increase over FY 2013-14 Budget and Estimated Actual:

Increases or decrease for the publications received from the various vendors as listed above are based on estimates given. Thus, the estimated actual fluctuates from year to year, and is one of the hardest accounts to forecast. The account has been increased by \$300 over the budget for FY 2014.

Account 42720: Travel, Conferences, and Meetings

\$4,500

FY 2013-14 Estimated Actual	\$3,000
FY 2013-14 Budget	\$3,000
FY 2012-13 Actual Expenditures	\$995

This account is used to cover costs of conferences and meetings that provide educational sources for the attorneys to continue to stay current on their knowledge of municipal law, as well as their individual expertise as it relates to local government. The League of California Cities Spring Conference provides valuable municipal law training, as well as eight or more hours of credit towards State Bar Mandatory Continuing Legal Education (MCLE).

3 - League of California Cities City Attorney Spring Conference	\$4,500
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Justification for increase over FY 2013-14 Budget and Estimated Actual:

In FY 2015, the City Attorney Spring Conference will be held in Monterey, California. In FY 2014, the budget was increased to allow three attorneys to attend the League's City Attorney Spring Conference in order to take advantage of the valuable legal training provided at the Conference on a variety of municipal law topics, as well as for the mandatory MCLE credits available. Therefore, to aid the attorneys in being able to continue to take advantage of one of the more valuable training resources, it is again being requested that the budget for this account be increased to accommodate attendance by three attorneys. The attorney who did not attend in FY 2014, will attend in 2015, which leaves an attorney to cover the office. In FY 2014, the Spring Conference was held in Indian Wells, and was attended by two attorneys only due to a personal scheduling conflict by the third attorney. In 2015, the Conference will be held in Monterey, California, and, therefore the budget will need to be increased to accommodate the higher travel expenses.

Account 42730: Training

\$5,500

FY 2013-14 Estimated Actual	\$5,500
FY 2013-14 Budget	\$5,500
FY 2012-13 Actual Expenditures	\$3,600

This account is used for the following seminars and workshops that help staff stay informed and up-to-date in the areas of law and local government:

Professional Development	\$3,100
Certification/Licensing	\$500
Technical/Skill Building	\$800
Regulatory Training	\$700
General Management/Supervisory/Leadership Skills	\$200
Other	\$200
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	\$5,500

In FY 2013-14, the Attorneys attended cost-free or low cost training programs, such as workshops put on by the Ventura/Santa Barbara Relations Consortium, and several in-house webinars. In FY 2014, the budget provided for two attorneys to attend the Liebert conference in order to be able to provide Human Resources with the legal expertise needed in this area of the law. These meetings, in addition to other training resources listed above, provide the attorneys with mandatory MCLE credits required by the State Bar. This account is being budgeted for two attorneys to attend the LCW Public Sector Employment Law Conference, and the City Attorney to attend the League of Annual Cities City Attorneys Conference, which includes decreased costs for travel to Southern California locations.

Account 42790: Mileage

\$10,100

FY 2013-14 Estimated Actual	\$6,600
FY 2013-14 Budget	\$10,100
FY 2012-13 Actual Expenditures	\$8,100

This account includes reimbursement for use of personal vehicles for City business by staff.

Justification for increase over FY 2013-14 Budget and Estimated Actual:

The budget for this account fluctuates from year to year depending on the volume of various court appearances and noticed depositions attended by staff attorneys. The mileage includes travel to various locations when attending depositions or court appearances in Ventura and Los Angeles. While impacted by increased driving to Ventura to attend both criminal and civil legal court proceedings, due to the decreased court services in Simi Valley, the Office Attorneys are endeavoring to effectively manage their mileage to keep costs down with scheduled court appearances in Ventura and Simi Valley on the same court day each week. There was a reduction of funds expended in this account due to a retirement in the City Attorney's office of about \$3,500. The account will continue to be monitored to more accurately reflect future mileage costs for possible reductions.

SUBTOTAL - SUPPLIES AND MATERIALS

\$38,400

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services

\$33,000

FY 2013-14 Estimated Actual	\$38,400
FY 2013-14 Budget	\$33,900
FY 2012-13 Actual Expenditures	\$38,900

This account provides funding for online legal research and the hiring of specialized attorney services on short notice.

4 - WestlawPRO - CA WestlawNEXT Gov Select LVL	\$19,260
Online research outside of California Gov. Select	\$500
Liebert Library Premium Membership	\$1,000
6-CityLaw/Cycom Data System for On-line Legal Office Management	\$12,240

Account 44012: Consulting/Legal Services

\$25,000

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$0
FY 2012-13 Actual Expenditures	\$0

This account includes funds for consulting legal services anticipated to be required for expert legal advice in the areas of Elections Law, Brown Act, Federal Civil Rights matters, Public Records Requests, 1090 issues, and Telecommunications issues (cable/wireless).

SUBTOTAL - SERVICES:

\$58,000

TOTAL CURRENT EXPENSES:

\$96,400

**CITY ATTORNEY
FY2014-15 POLICY ITEM PROPOSAL**

Convert One Part-Time Legal Technician Position With Benefits to a Full-Time Legal Technician Position with Benefits, and Eliminate One Part-Time Legal Technician

TITLE: Position (Vacant/Frozen)
REQUEST: \$39,500
ACCOUNT:
PRIORITY: 1

COST BREAKDOWN

Salary and Benefits

1 Full-Time Legal Technician	\$79,000
1 Part-Time Legal Technician	(\$39,500)
TOTAL:	\$39,500

On September 15, 2008, the full-time position of Legal Clerk became vacant due to a resignation. Due to budget constraints, the request for recruitment of the full-time Legal Clerk position, submitted on September 17, 2008, was denied and the funding eliminated. During that time, the Office functioned with one full-time Legal Secretary and one part-time Legal Clerk, who was not authorized to work any extra hours to accommodate the Office due to budget constraints. The funding for another part-time Legal Clerk position was thereafter approved by the City Council during the budget process for FY 2009-2010.

The position of part-time Legal clerk was filled on December 7, 2009, with a temporary employee without benefits due to budgetary concerns. On February 15, 2011, that employee resigned, and support staff constituted of one full-time Legal Secretary and one part-time Legal Clerk. Our remaining Legal Clerk (Part-Time) retired on May 1, 2012.

In the Budget for FY 2012-2013, the City Attorney's Office submitted a Policy Item requesting to "Convert Two Part-Time Legal Clerk Positions With Benefits to a Full-Time Legal Clerk Position with Benefits." The Policy Item was not approved and the funding for one of the part-time Legal Clerk positions was eliminated, and temporary salary funds were given. This did not solve any of our staffing problems, but only provided a temporary solution.

As stated above, in 2008, the Office did have a full-time Legal Clerk position, and one part-time Legal Clerk position. It is now being requested that the full-time position that was once called Legal Clerk be reinstated as the full-time position for a Legal Technician. The Office will then have one full-time Legal Secretary and one full-time Legal Technician to support and assist the City Attorney and three staff attorneys. It is to the Office's advantage to make a change in personnel at this time due to the fact that the City is preparing a new budget for FY 2014-2015, and there is a temporary employee under-filling the part-time position of Legal Technician, while the other part-time Legal Technician position is currently vacant and frozen. It is to be noted, that the requested conversion will not greatly impact the General Fund, due to other budgeting personnel changes being requested by this Department. This will be the best solution for an Office that continues to be understaffed, and certainly requires another full-time staff support position to be able to effectively provide professional assistance to all of the City Attorney positions.

The Office has managed to function competently, but the Legal Secretary has endured a higher workload with only having the assistance of a part-time temporary employee for the last 2-years. There have also been times that the attorneys have experienced delays in having their requests filled due to the present situation. Additionally, for support staff there have been inadvertent delays in filing, closing files, indexing legal files and record retention duties. In the past year, this Office has experienced a dramatic increase in the workload for all attorneys, due to increased request by the various City Departments for legal questions or opinions, legal review of staff reports, contracts and various other documents, reviewing documents for Public Records Act requests, requests for meetings, multiple municipal code filings and the inherent court appearances for both criminal and civil. That increased workload also includes handling work that might otherwise have been sent to outside attorneys in the areas of Human Resources, Workers Compensation, and representation of Police Department personnel.

The Office is currently handling more legal work in-house, which has further increased the demand upon support staff. The Assistant City Attorney position that handles municipal code filings and civil matters is currently handling more cases in-house, which requires more assistance from support staff beginning with the discovery phase of a case through preparation for trial. Due to the Ventura County Superior Court (VCSC), East County Division, moving its civil cases and misdemeanor criminal matters to the VCSC, in Ventura in January of 2012, travel time to Ventura and preparation of documents to be filed by mail has increased the need for additional support. The VCSC, East County Division moved all misdemeanor criminal matters to Ventura on June 30, 2012. This added a significant workload increase for staff regarding preparation and filing of criminal complaints, due to the volume of citations that were received from the Police Department.

Some of the benefits to having a Full-Time Legal Technician would be:

- Having a daily working knowledge of what is going on in the office on a continual basis and to be able to provide uninterrupted assistance to the attorneys as may be required.
- Being able to assist the Legal Secretary more effectively without interruption when something needs to be done on a rush basis, or when the Legal Secretary is not available.
- Working with attorneys in resolving legal procedural issues that require full time attention.
- Providing Office support and back-up assistance during the times that the Legal Secretary is absent, such as unexpected illness, personal leave or vacation. This will result in the Attorneys and the Legal Secretary having consistent support and the back-up required for the entire working day.
- Another benefit for this course of action will be to aid in reducing some of the stress experienced by the Legal Secretary and the Attorneys due to decreased personnel and increased workload.

The Full-Time Legal Technician's duties include:

1. Perform data entry, document scanning and uploading, and case tracking in an electronic records retention system; conduct database queries and generate reports based on requests received from the attorneys.
2. Assist in preparing and processing correspondence, legal papers, and documents requiring knowledge of legal format, terminology, and procedures.
3. Maintain electronic calendars and schedule meetings.
4. Index and file legal documents, correspondence, and reports; maintain legal binders and manuals; assist with records retention schedule, activities, and documentation.
5. Receive and log staff reports and agendas; copy reports and agendas and distribute to appropriate staff; file agendas.
6. Provide information and assistance to the public; screen telephone calls and requests for information; route calls to appropriate staff member, department, or agency.
7. Process settlement and claim payments and prepare purchase requisitions.
8. Receive and prepare incoming mail for Legal Secretary to review.
9. Update the law library; order materials and supplies; prepare purchase requisitions and process goods receipts for publications and office supplies.
10. Assist with the preparation of the department budget; track and maintain a financial account of legal publications.
11. Process and track criminal complaint filings; work with Police Officers and Code Enforcement Officers to process and file legal papers with the court, as directed by the assigned attorney.
12. Perform related duties as required.

The Legal Technician duties have an emphasis on requiring experience in electronic data entry, a working knowledge of legal software applications relating to legal office operations, managing a litigation case management system, and the ability to track and electronically process legal documents related to civil and criminal cases.

In the past, when hiring for a Legal Clerk position, it was preferred that a Legal Clerk have some legal experience to be able to effectively work in this Office. Those qualifications included knowledge of basic procedures for preparing court and/or appeal documents; English usage, spelling, grammar and punctuation related to the field of law; ability to accurately prepare and maintain a variety of legal documents, and training equivalent to the completion of the twelfth grade preferably supplemented by legal secretarial courses. As a budgetary consideration, if a candidate has strong secretarial or Clerk I or II skills, without the legal experience, the Legal Secretary would be able to provide any legal training that might be required. It has already been determined that the Legal Secretary would be responsible for preparing the majority of the required legal documents, until any necessary training has been completed.

An individual whose qualifications might better fit that of a Secretary or Clerk II under the City's specifications might also be able to be considered as a candidate for this position. This could result in a salary savings to the City. To clarify, even though we are recruiting for the position of a full-time Legal Technician, we would also be willing to consider applicants whose qualifications might better fit that of a Secretary or Clerk II position. Another full-time person will aid in supporting the type of workload that the Office is currently handling, to increase productivity, efficiency and response time that a legal office needs to have for the attorneys to function at a high level of expertise that the City, its Departments and its Citizens deserve.

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ADMINISTRATIVE SERVICES

**DEPARTMENT OF ADMINISTRATIVE SERVICES
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$ 4,800

FY 2013-14 Estimated Actual	\$4,800
FY 2013-14 Budget	\$8,600
FY 2012-13 Actual Expenditures	\$12,401

This account provides for the purchase of various office and related supplies and forms as follows:

W-2s, 1099s for vendors, and W-2 envelopes	\$300
Banking supplies (includes Transit coin deposit bags)	\$400
Check stock	\$700
General office supplies	\$2,000
Storage media (backup tapes, CDs, DVDs, memory cards)	\$2,200

Account 42440: Memberships and Dues 3,500

FY 2013-14 Estimated Actual	\$3,500
FY 2013-14 Budget	\$3,700
FY 2012-13 Actual Expenditures	\$4,030

Memberships are determined by administrative policy. Department Directors are allowed a maximum of three memberships, and management employees are allowed a maximum of two. This account provides for management participation in the following professional organizations:

Administration:

Association of Public Treasurers of the United States and Canada (1 staff)	\$300
California Municipal Treasurers Association (1 staff)	\$100
California Society of Municipal Finance Officers (1 staff)	\$100
Government Finance Officers Association (2 staff)	\$500
	\$1,000

Customer Services:

California Public Parking Association (1 staff)	\$100
California Municipal Business Tax Association (1 staff)	\$100
	\$200

Fiscal Services:

American Institute of Certified Public Accountants (1 staff)	\$200
Association of Government Accountants (1 staff)	\$200
California Society of Municipal Finance Officers (1 staff)	\$100
Government Finance Officers Association (2 staff)	\$500
Municipal Management Association of Southern California (1 staff)	\$100
	\$1,100

**FY 2014-15
REQUEST**

Information Services:

Municipal Information Services Assoc. of California (1 staff)	\$300
Southern California Oracle Users Groups (2 staff)	\$300
	<hr/>
	\$600

Support Services:

Association of Public Safety Communications Officials (1 staff)	\$100
California Association of Public Purchasing Officials (2 staff)	\$300
International Avaya Users Group (1 staff)	\$100
California Engineering License (1 staff)	\$100
	<hr/>
	\$600

Account 42450: Subscriptions and Books

1,300

FY 2013-14 Estimated Actual	\$1,300
FY 2013-14 Budget	\$1,300
FY 2012-13 Actual Expenditures	\$900

This account provides for professional and technical publications including:

Fiscal Services:

Governmental Accounting, Auditing, and Financial Reporting Publications	\$100
Payroll Manager's Newsletter	\$400
Governmental Accounting Standards Board (GASB) Publications	\$200
GAAFR Review	\$100
	<hr/>
	\$800

Support Services:

Creative Designer	\$100
Inside Photoshop	\$100
Dynamic Graphics and Inside Adobe In-Design	\$100
	<hr/>
	\$300

Treasury Services:

Treasury Service Publications for Quarterly Economic Reports	\$200
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Account 42460: Advertising

200

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$200
FY 2013-13 Actual Expenditures	\$7,200

This account provides for newspaper publication of public notices for unclaimed funds related to Trust Funds and is offset by the General Fund revenues generated. No public notices were published during FY 2013-14.

Account 42560: Operating Supplies

FY 2013-14 Estimated Actual	\$5,000
FY 2013-14 Budget	\$5,000
FY 2012-13 Actual Expenditures	\$1,525

This account provides for the general operating supplies required for Citywide computer support including storage media, hardware tools, and maintenance/cleaning supplies.

Account 42720: Travel, Conferences, and Meetings

16,800

FY 2013-14 Estimated Actual	\$12,200
FY 2013-14 Budget	\$11,700
FY 2012-13 Actual Expenditures	\$56,728

Administration:

1 - California Society of Municipal Finance Officers Monthly Meetings	\$300
1 - State of the City and SVPF Luncheons	\$100
1 - CMTA Annual Conference Investment Training	\$600
1 - Investment Training	\$500
1 - CSFMO Annual Conference	\$1,000
1 - GFOA Annual Conference	\$1,000
	<hr/>
	\$3,500

Customer Services:

1 - California Municipal Business Tax Association Conference,	\$500
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Fiscal Services:

1 - California Society of Municipal Finance Officers Annual Meeting,	\$300
1 - California Society of Municipal Finance Officers Monthly Meetings	\$300
1 - Government Finance Officers Association Meeting,	\$300
1- Intermediate Accounting (for junior accounting staff)	\$1,000
1 - CSFMO Annual Conference	\$1,000
1 - GFOA Annual Conference	\$1,000
2 - Payroll Training APA	\$500
3- Excel Power Users training	\$500
	<hr/>
	\$4,900

Information Services:

2 - Versadex Annual Training Conference, Portland, OR	\$5,000
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Support Services:

1 - California Public Safety Radio Association Monthly	\$100
1 - Southern California Telecom Network Association Monthly Meetings	\$100
2- National Telecom Network Meeting	\$2,700
	<hr/>
	\$2,900

Justification for increase over FY 2013-14 Budget and Estimated Actual:

Travel and Conferences increased to accommodate increased travel costs as well as to provide opportunities for new Administrative Services staff members to attend conferences.

**FY 2014-15
REQUEST**

Account 42730: Training

16,800

FY 2013-14 Estimated Actual	\$16,200
FY 2013-14 Budget	\$16,100
FY 2012-13 Actual Expenditures	\$0

This account provides for attendance at the following selected training meetings:

Administration:

1 - Advanced Public Sector Budgeting	\$200
1 - CSMFO Training	\$100
1 - Ongoing Debt Administration, Long Beach, CA	\$300
1 - Investing Public Funds, Pomona, CA	\$400
1- GFOA Training	\$400
	<hr/>
	\$1,400

Customer Services:

1 - Revenue and Taxation Law Training	\$300
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Fiscal

8 sessions - GFOA Training	\$1,000
1 - CSMFO Training	\$100
6 - CSMFO Training	\$300
1 - White Diehl Evans Government Tax Seminar	\$300
6 sessions - Rockhurst University Webinars	\$300
	<hr/>
	\$2,000

Information Services:

3 - System Management Training	\$7,500
3 - Network Management Training	\$3,600
	<hr/>
	\$11,100

Support Services:

1 - Motorola Training (Radio Frequency Licensing Administration/ Upgrade Implications)	\$2,000	\$16,800
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Justification for increase over FY 2013-14 Budget and Estimated Actual:

Training added for new staff in Administration for FY 2013-14 due to an emphasis on training organization-wide.

Account 42790: Mileage

FY 2013-14 Estimated Actual	\$5,500
FY 2013-14 Budget	\$8,600
FY 2012-13 Actual Expenditures	\$5,500

This account provides reimbursement to staff for use of their personal vehicle for City business.

SUBTOTAL - SUPPLIES AND MATERIALS

\$53,900

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services

\$416,400

FY 2013-14 Estimated Actual	\$251,800
FY 2013-14 Budget	\$279,700
FY 2012-13 Actual Expenditures	\$7,105

This account provides funding for the following services:

Audit fees	\$60,000
Banking fees and services	\$53,300
Investment services (Sympro), shared with Sanitation and Water	\$4,300
Firewall System Management	\$90,000
LanSpeed Contract - email Exchange management	\$90,000
SB90 Admin.	\$5,000
Banking credit card services, shared with Sanitation and Water	\$12,600
Brinks, shared with Sanitation and water	\$9,900
Bulk mail services/online billpay hosting (Business Tax Renewals)	\$10,000
CAFR Award review by GFOA	\$600
California municipal statistics (needed for CAFR preparation)	\$400
CSMFO Budget and CIP Award review	\$400
External technical services (includes urgent backup support and technical support for various systems)	\$7,500
Merchant fees for online billpay	\$6,000
PARS biannual actuarial	\$3,500
Special projects and programming for Citywide personal computer applications	\$7,500
Investment custodial and securities safekeeping services	\$9,000
Investment policy review (APT US&C)	\$200
Recall (bulk shredding container pickup 13 times per year)	\$300
State-mandated cost recovery application preparation (SB 90 claims)	\$13,000
Parking citations hearing officer	\$3,000
Investment Advisor	\$29,900

Justification for increase over FY 2012-13 Budget and Estimated Actual:

Increases are anticipated in audit fees, online hosting and merchant fees, investment custodial fees, and state-mandated cost recovery application preparation fees (SB 90). Need for contract Exchange/Outlook management for first year of new service. This account also includes funding for the General Fund share of a new Investment Advisor, the cost of which is offset in anticipated increases in investment income.

Account 44310: Maintenance of Equipment \$2,400

FY 2013-14 Estimated Actual	\$2,700
FY 2013-14 Budget	\$2,700
FY 2012-13 Actual Expenditures	\$7,656

This account provides funding for vehicle maintenance on the delivery van. This account previously included licenses and maintenance contracts on the City's computer hardware/software. Those costs were moved to the Non-Departmental account since the licenses and contracts are citywide and support all city operations.

SUBTOTAL - SERVICES: \$418,800

TOTAL CURRENT EXPENSES: **\$472,700**

**ADMINISTRATIVE SERVICES
FY2014-15 POLICY ITEM PROPOSAL**

TITLE: Funding for Cost Allocation Plan (CAP) Review
REQUEST: \$30,000
ACCOUNT: 100-1505-44010
PRIORITY: 3

COST BREAKDOWN	
<u>Professional services</u>	
Consultant to perform CAP update	\$30,000
TOTAL:	<hr/> \$30,000

The City's Cost Allocation Plan is utilized in conjunction with the Schedule of Service Charges to calculate costs to provide services. This Plan needs to be updated in accordance with the Schedule of Service Charges, which is now being updated. To be in conformance with the law, the City must ensure that the rates and assumptions are uniformly applied to the fees structure and that overhead costs are accurate.

The City has traditionally updated the Cost Allocation Plan in-house and has used the same methodology for many years. A fresh look is in order by an outside firm. Projects of this complexity require the City to utilize consulting services. Other jurisdictions that have recently conducted such studies spent between \$27,000 and \$35,000.

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COMMUNITY SERVICES

**DEPARTMENT OF COMMUNITY SERVICES
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42130: Postage \$27,000

FY 2013-14 Estimated Actual	\$10,900
FY 2013-14 Budget	\$27,200
FY 2012-13 Actual Expenditures	\$9,734

This account includes funds for mailing the City Focus newsletter to all residents, businesses, and postal addresses in the City three times per year, and monthly distribution of the Senior Center Newsletter to a senior mailing list. Costs in this account are distributed as follows:

City Focus Newsletter mailings (3 times/year)	\$24,500
Senior Center Newsletter mailings (monthly)	\$2,500

Justification for increase over FY 2013-14 Estimated Actual:

The Senior Center Newsletter has continued to transition to partial electronic distribution, reducing the number of newsletters mailed out. Also, the City Focus newsletter was

Account 42230: Office Supplies \$4,700

FY 2013-14 Estimated Actual	\$4,600
FY 2013-14 Budget	\$4,900
FY 2012-13 Actual Expenditures	\$3,466

This account provides for the purchase of materials and supplies essential to the effective management and operation of the Department and its respective programs.

Justification for increase over FY 2013-14 Budget and Estimated Actual:

For a portion of the year, four positions were vacant thus reducing the need for supplies. These positions are or will be filled in the next fiscal year budget.

**FY 2014-15
REQUEST**

Account 42235: Furniture & Equipment (Non-Capital) \$0

FY 2013-14 Estimated Actual	\$5,100
FY 2013-14 Budget	\$0
FY 2012-13 Actual Expenditures	\$0

Account 42410: Uniforms and Clothing \$1,200

FY 2013-14 Estimated Actual	\$300
FY 2013-14 Budget	\$1,200
FY 2012-13 Actual Expenditures	\$1,138

This account provides for the purchase of replacement safety vests, rain gear (boots and rain suits), and wide-brimmed protective reflective hats for crossing guards. These items fade and wear out over the course of the year and must be routinely replaced for safety reasons. New items are provided to all new crossing guards when they are hired.

Justification for increase over FY 2013-14 Estimated Actual:

This account reflects staff's ongoing efforts to utilize existing or surplus uniforms and clothing in FY 2013-14. It is anticipated that uniforms and clothing will need to be replaced in FY 2014-15.

Account 42440: Memberships and Dues \$2,400

FY 2013-14 Estimated Actual	\$1,400
FY 2013-14 Budget	\$1,300
FY 2012-13 Actual Expenditures	\$920

This account includes a variety of professional memberships and dues, including:

California Association of Code Enforcement Officers	\$600
American Association of Code Enforcement	\$100
National Association of Telecommunications Officers and Advisors	\$100
American Planning Association	\$600
Municipal Management Association of Southern California	\$900
California Association of Senior Service Centers	\$100

Justification for increase over FY 2013-14 Budget and Estimated Actual:

Funds are budgeted at expected renewal fees for FY 2014-15, which in several instances reflects savings as a result of organizational memberships in lieu of individual memberships. In addition, one membership moved with the staff member when they joined Community Services from another department.

Account 42450: Subscriptions and Books

\$900

FY 2013-14 Estimated Actual	\$800
FY 2013-14 Budget	\$800
FY 2012-13 Actual Expenditures	\$416

This account is used for the purchase of materials that allow staff to be informed of the most recent developments in their respective programs and areas of professional involvement. Whenever possible, information is accessed electronically. Materials include:

Senior Center periodicals and resource guides	\$300
Youth Services publications and resource guides	\$200
Compliance program resources	\$100
Administrative resource material	\$300

Justification for increase over FY 2013-14 Budget and Estimated Actual:

Funds are budgeted at increased expected renewal fees for FY 2014-15.

Account 42560: Operating Supplies

\$72,700

FY 2013-14 Estimated Actual	\$64,800
FY 2013-14 Budget	\$68,100
FY 2012-13 Actual Expenditures	\$60,989

This account provides for the purchase of supplies and materials not available through Central Supply that are necessary to support programs and/or volunteer functions, including:

Certified copies of legal documents from the Secretary of State, County Recorder, and County Clerk for Code Enforcement	\$100
Supplies and equipment for Code Enforcement operations	\$700
Senior Center annual Volunteer Recognition Program supplies	\$1,100
Senior Center operating supplies	\$8,900
Supplies for Neighborhood Council orientations, meetings, and activities	\$200

**FY 2014-15
REQUEST**

Supplies for the annual Youth Summit	\$1,000
Supplies for the annual YES Job and Career Expo and other Youth Services activities	\$2,000
Crossing Guard supplies (e.g., whistles, stop signs, street safety cones, and first aid kits)	\$600
Supplies for the Meals on Wheels Program (fully reimbursed with grant funds)	\$15,200
Supplies for the Congregate Meals Program (fully reimbursed with grant funds)	\$3,300
Supplies for administrative/program activities and equipment	\$7,000
Supplies for the State Beverage Container Recycling and Litter Reduction Program (fully reimbursed with grant funds)	\$32,600

Justification for increase over FY 2013-14 Budget and Estimated Actual:

This account reflects staff's ongoing efforts to purchase supplies at reduced costs and/or postpone purchases whenever possible. The budget reflects fully reimbursable costs for the Meals On Wheels and Congregate Meal programs, and the inclusion of expenses reimbursable from the State Beverage Container Recycling and Litter Reduction Program. Supplies for the State Beverage Container Recycling and Litter Program will be targeted to fund proposed actions in the City's Green Community Action Plan and will be fully offset by a reimbursement to the City via payment from the California Department of Resources Recycling and Recovery.

Account 42720: Travel, Conferences, and Meetings

\$7,000

FY 2013-14 Estimated Actual	\$3,700
FY 2013-14 Budget	\$4,100
FY 2012-13 Actual Expenditures	\$2,640

This account is used to increase staff's professional effectiveness through exposure to current trends, developments, and/or concerns in all program-related areas, including attendance at the conferences/meetings listed below:

3 - California Code Enforcement Association Conference, Southern California	\$3,300
1 - California Association of Senior Service Centers, Northern California	\$2,000
1 - Conference on Homelessness	\$1,000
Director's attendance at local meetings and events	\$700

Justification for increase over FY 2013-14 Budget and Estimated Actual:

The proposed Fy 2014-15 Budget reflects expected costs for attendance at the itemized professional events and reflects restoring a minimum level of funding to ensure staff remains current on program area issues and updated compliance standards.

**FY 2014-15
REQUEST**

Account 42730: Training

\$6,900

FY 2013-14 Estimated Actual	\$3,200
FY 2013-14 Budget	\$3,300
FY 2012-13 Actual Expenditures	\$1,617

This account provides funds for staff attendance at specialized workshops and training seminars, and for materials (e.g., audio and video training tapes/CDs) that contribute to professional growth, professional development, and improved Department effectiveness for the Department's approximately 30 full and part-time General Fund staff.

Professional Development	\$2,700
Technical/Skill Building	\$1,200
General Management/Supervisory/Leadership Skills	\$3,000

Justification for increase over FY 2013-14 Budget and Estimated Actual:

The FY 2013-14 estimated actual reflects decreased training activity related to Departmental workload impacts, as well as staff's effort to curtail costs by deferring attendance at planned training whenever feasible. The requested FY 2014-15 budget is partially restoring funding and will provide training for staff new to the Department and

Account 42790: Mileage

\$34,300

FY 2013-14 Estimated Actual	\$29,300
FY 2013-14 Budget	\$31,200
FY 2012-13 Actual Expenditures	\$24,405

This account provides for staff travel related to the performance of City business using personal vehicles when City vehicles are unavailable, as well as mileage reimbursement for Meals On Wheels volunteers. The General Fund is reimbursed for the cost of mileage for Meals on Wheels volunteers.

Justification for increase over FY 2013-14 Budget and Estimated Actual:

The proposed FY 2013-14 Budget reflects the continued growth of the Senior Center's Meals On Wheels program and anticipated volunteer reimbursement costs.

SUBTOTAL - SUPPLIES AND MATERIALS

\$157,100

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services \$65,500

FY 2013-14 Estimated Actual	\$37,100
FY 2013-14 Budget	\$50,300
FY 2012-13 Actual Expenditures	\$146,179

This account provides for the following Professional and Special Services:

Contract Services for the annual Youth Summit. Provides for professional services related to facilitator training and a speaker for the annual Youth Summit.	\$3,000
Nationwide public record information database for Code Enforcement case investigations	\$500
Annual music licensing fee for materials used by the City for special events and presentations. The fee is based on population.	\$5,000
Production of the City Focus Newsletter	\$25,000
Broadcasting services for City Council, Planning Commission, and School Board meetings	\$32,000

Justification for increase over FY 2013-14 Budget and Estimated Actual:

The requested FY 2014-15 budget reflects anticipated increases related to the Youth Summit, annual music licensing fee, the Code Enforcement database, the City Focus Newsletter, and broadcasting services for City Council, Planning, Commission, and School Board meetings. Also, Foreclosure Radar was transferred from Environmental Services to the Community Services budget for Code Enforcement purposes.

Account 44210: Animal Regulation \$260,000

FY 2013-14 Estimated Actual	\$250,400
FY 2013-14 Budget	\$250,400
FY 2012-13 Actual Expenditures	\$236,935

This account provides for the following programs:

Base Services	\$169,000
Supplemental Services Contract	\$91,000

Justification for proposed increase over the FY 2013-14 Budget:

The proposed FY 2014-15 Budget reflects an increase based on the current year's decrease in offsetting revenues and the new "No Kill" policies adopted by the County.

**FY 2014-15
REQUEST**

Account 44310: Maintenance of Equipment

\$10,600

FY 2013-14 Estimated Actual	\$8,500
FY 2013-14 Budget	\$8,900
FY 2012-13 Actual Expenditures	\$11,472

This account provides for reimbursement to the Department of Public Works for maintenance and repair of Department vehicles.

Account 44460: Public Nuisance Abatement

\$1,000

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$2,000
FY 2012-13 Actual Expenditures	\$0

This account provides for contractor services for the annual Public Nuisance Abatement Program. All expenses for this program are offset through the violating property owners' voluntary payment of charges or through liens and special assessments placed on property tax bills. No abatements were necessary in FY 2013-14.

Account 44490: Other Contract Services

\$150,000

FY 2013-14 Estimated Actual	\$150,000
FY 2013-14 Budget	\$150,000
FY 2012-13 Actual Expenditures	\$150,000

This account provides for the following Contract Services

Simi Valley Community Projects	\$100,000
Simi Valley Free Clinics	\$50,000

SUBTOTAL - SERVICES:

\$487,100

TOTAL CURRENT EXPENSES:

\$644,200

**DEPARTMENT OF COMMUNITY SERVICES
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for the City Focus Newsletter
TOTAL: \$49,500
ACCOUNT: 100-2005-42130 and 100-2005-44010
PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Postage	\$24,500
Professional and Special Services	\$25,000
TOTAL:	\$49,500

The City Focus newsletter is a communication tool that provides residents with information on City services, programs, projects, and policies. The newsletter is published three times each year and is mailed to all City postal addresses, including residences, post office boxes, and businesses. In addition, printed copies are distributed to various City facilities, the Simi Valley Recreation and Park District, and the Chamber of Commerce. A total of \$49,500 is included in the proposed budget for production, publishing, and distribution of the City Focus newsletter. The newsletter's lengthy production schedule hinders the publication's effectiveness and timeliness.

Suspending the newsletter for one year will require that residents obtain information regarding the City via the local media, the City's website, staff reports, e-mail distribution lists, the annual budget document, departmental literature, community presentations, Simi Valley Television's Community Bulletin Board, and other resources. These communication outlets have been enhanced to provide timely information to the community.

**DEPARTMENT OF COMMUNITY SERVICES
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for Mailing the Senior Center Newsletter
 TOTAL: \$2,500
 ACCOUNT: 100-2230-41020, 42130, 42790
 PRIORITY: 3

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Temporary Salaries	\$400
<u>Current Expenses</u>	
Postage	\$2,500
Mileage	\$300
TOTAL:	\$3,200

The Senior Center newsletter is published monthly and contains information on programs and activities such as adult education classes, health services, tax and legal assistance, and special events. Individuals have the option to receive the newsletter each month via e-mail, on the City's website, at City facilities, or have the newsletter mailed to their home free of charge. Currently, 600 individuals have elected to receive the newsletter via mailing and over 1,000 have elected to receive the newsletter via e-mail. The FY 2014-15 Budget includes \$2,500 to cover the cost of addressing and mailing the newsletter including staff costs to deliver newsletter to the nearest bulk mail post office monthly.

Elimination of funding for the mailed delivery of the newsletter would require that seniors obtain copies from Dial-a-Ride vans, the Senior Center, City Hall, Simi Valley Library, or other City buildings, the City's website, or sign-up to receive the newsletter automatically via e-mail, or have it delivered by Meals On Wheels. For the senior that doesn't routinely utilize electronic media, this could considerably limit their awareness of services and events geared for seniors.

**DEPARTMENT OF COMMUNITY SERVICES
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Subscriptions and Books
TOTAL: \$900
ACCOUNT: 100-2005, 2110, 2230, 2240-42450
PRIORITY: 4

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Subscriptions and Books	\$900
TOTAL:	\$900

The Subscriptions and Books account provides for the purchase of materials that allow staff to be informed of the most recent developments in their respective programs and areas of professional involvement. Whenever possible, information is accessed electronically. Materials include Senior Center periodicals and resource guides, Youth Services publications and resource guides, Compliance program resources, and Administrative resource materials.

Elimination of funding for this account would impact staff's ability to access important and necessary up-to-date information, and necessitate the use of staff time to research information sources. Staff could submit a request to the Council On Aging to fund the periodicals and resource guides provided at the Senior Center.

The loss of periodicals at the Senior Center could have a significant impact upon seniors that do not routinely utilize electronic media.

**DEPARTMENT OF COMMUNITY SERVICES
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Suspending Animal Regulation Supplemental Services Contract for One Year
TOTAL: \$87,000
ACCOUNT: 100-2115-44210
PRIORITY: 6

SAVINGS BREAKDOWN

Current Expenses

Professional/Special Services	\$87,000
TOTAL:	\$87,000

The City receives animal regulation services from the County of Ventura under two separate agreements. The Base Services Contract provides for shelter services for animals impounded in Simi Valley (including the feeding and care of impounded animals, veterinary care, reuniting animals with their owners, and the placement of animals with new owners), licensing services (such as computer tracking of expired licenses and notifications by mail of the need to renew dog licenses), quarantine, and other field services at an estimated annual cost to the City of \$173,000 for FY 2014-15. Additionally, the City has historically requested the County to provide supplemental services for an Animal Control Officer to be in Simi Valley 32 hours per week for leash law and nuisance animal ordinance enforcement (such as responding to complaints regarding stray and vicious animals, barking dogs, and animal bites), door-to-door canvassing of local neighborhoods for unlicensed dogs, and pickup of owner relinquished animals. Funds in the amount of \$87,000 are included in FY 2014-15 budget for the supplemental services. The cost of these services can be adjusted upon notification to the County.

Eliminating funds for the supplemental services for one year would result in the elimination of all leash law and nuisance animal ordinance enforcement, door-to-door canvassing of local neighborhoods for unlicensed dogs, and pickup of owner relinquished animals.

**DEPARTMENT OF COMMUNITY SERVICES
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Youth Summit Conference
TOTAL: \$4,000
ACCOUNT: 100-2240-42560 and 100-2240-44010
PRIORITY: 7

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Operating Supplies	\$1,000
Professional/Special Services	\$3,000
TOTAL:	\$4,000

The Youth Council hosts an annual Youth Summit designed to inspire high school students to become more involved in their City through community service and to explore their leadership potential. Participants of the Youth Summit listen to a motivational speaker and participate in leadership activities and breakout sessions. Participants also meet with the City Council and another local dignitaries over lunch to discuss community concerns and develop solutions. The cost to produce this event is significantly off-set by donations from community organizations such as the Kiwanis Club that provides the lunch and the Rancho Simi Recreation and Park District that provides the venue.

If funding were eliminated, the City would either need to obtain donations for this activity or suspend the Youth Summit. Suspending the Youth Summit would result in a savings of \$4,000 to the City and would require that students obtain leadership opportunities and contact with their elected officials on their own. In addition, the Youth Council would no longer have a community outreach event.

**DEPARTMENT OF COMMUNITY SERVICES
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Crossing Guard Program and Crossing Guards
 TOTAL: \$112,900
 ACCOUNT: 100-2270-41020, 41650, 41660, 41700, 42410, 42560, 44310
 PRIORITY: 9

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries and Benefits	\$111,000
<u>Current Expenses</u>	
Supplies and Materials	\$1,800
Equipment Maintenance	\$100
TOTAL:	\$112,900

The Community Services Department coordinates with the Police Department, Public Works Department, and Simi Valley Unified School District to provide for the safety of pedestrians at busy intersections staffed by Crossing Guards during every public school year. In Public School Year 2013-14, 20 Guards and one Lead Guard served as field staff in the Crossing Guard Program; one Clerk II in the Community Services Department provides administrative support to the program by monitoring two-way radio communications, coordinating with the SVUSD staff and Guards on school schedules and changes, coordinating time sheet and payroll processes, and monitoring the issuance and maintenance of program-related equipment.

Crossing Guards assisted 6,400 elementary students and approximately 12,500 pedestrians per week in safely crossing 15 busy intersections adjacent to 11 elementary schools. All field staff assigned to the program are part-time, seasonal, non-benefited.

Elimination of funding for this program would result in no Crossing Guards at busy intersections adjacent to local public schools, thereby presenting a health and safety risk to children and pedestrians crossing unassisted a busy city intersections, as well as causing inconvenience and concern for parents.

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ENVIRONMENTAL SERVICES

**DEPARTMENT OF ENVIRONMENTAL SERVICES
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42230: Office Supplies \$5,400

FY 2013-14 Estimated Actual	\$4,600
FY 2013-14 Budget	\$4,500
FY 2012-13 Actual Expenditures	\$3,900

This account provides for the purchase of various office and related supplies that are essential to the effective management and operation of the Department and its respective

Justification for increase over FY 2013-14 Budget and Estimated Actual:

The FY 2014-15 Budget includes \$400 to replace one broken digital camera and \$500 to begin a multi-year program of replacing worn and deteriorating Planning case file/expandable wallet folders in the ES Records Vault with new folders that better protect the permanent records inside. Staff is auditing the contents of the files to remove non-records to prepare for future records imaging.

Account 42410: Uniforms and Clothing \$1,600

FY 2013-14 Estimated Actual	\$1,600
FY 2013-14 Budget	\$1,600
FY 2012-13 Actual Expenditures	\$440

This account provides for the purchase of safety boots for:

Building Inspectors, as approved in the General Unit MOA	\$1,200
Supervising Building Inspectors and Deputy Director/ Building Official for conducting field inspections	\$400

Account 42420: Special Departmental Expense \$700

FY 2013-14 Estimated Actual	\$300
FY 2013-14 Budget	\$900
FY 2012-13 Actual Expenditures	\$823

This account covers expenses for City-initiated projects for:

Placement of public hearing signs and other supplies related to posting special public notices	\$600
Filing fees to the County Recorder's Office for legal posting of Notices of Determination and Exemption	\$100

Justification for increase over FY 2013-14 Budget and Estimated Actual:

Fewer City-initiated projects were processed in FY 2013-14 than in previous years.
The budget for FY 2014-15 will provide sufficient funding for the typical number.

Account 42440: Memberships and Dues

\$9,100

FY 2013-14 Estimated Actual	\$9,700
FY 2013-14 Budget	\$9,900
FY 2012-13 Actual Expenditures	\$7,950

This account includes the following professional certifications, memberships, and dues:

11 - American Planning Association	\$5,000
6 - Certifications earned by Planners through the American Institute of Certified Planners	\$1,300
2 - Southern California Association of Environmental Professionals	\$300
International Code Council	\$200
International Code Council - Los Angeles & Ventura Chapters	\$400
California Building Officials	\$200
International Association of Plumbing and Mechanical Officials	\$100
International Association of Electrical Inspectors	\$100
2 - Structural Engineers Association of Southern California	\$600
13 - Certifications earned by Building and Safety staff through the International Code Council	\$800
California Code Enforcement Officers	\$100

Account 42450: Subscriptions and Books

\$1,900

FY 2013-14 Estimated Actual	\$8,900
FY 2013-14 Budget	\$9,200
FY 2012-13 Actual Expenditures	\$1,356

This account is used for the purchase of code books, legal publications, and subscriptions that enable staff to be informed of the most recent developments in their respective programs and areas of professional concern.

Planning publications, including legal guides and updates (CEQA and the Subdivision Map Act)	\$300
Ventura County Multiple Listing Service subscription for the Home Rehabilitation Coordinator to determine the after-rehab property values	\$100
Handbooks and interpretive manuals for Building and Safety	\$800
Engineering Design Standards referenced and adopted by the Code for Building and Safety	\$400
Ventura County Star subscription	\$300

The FY 2013-14 Budget and Estimated Actual were both higher than the preliminary FY 2014-15 Budget due to the need to purchase new Code books following the triennial adoption of the 2013 California Building Code.

Account 42460: Advertising

\$4,000

FY 2013-14 Estimated Actual	\$3,500
FY 2013-14 Budget	\$5,700
FY 2012-13 Actual Expenditures	\$5,614

This account provides for legal advertisements for Planning Commission public hearings, the cost of which is reimbursed by applicants.

Justification for increase over FY 2013-14 Estimated Actual:

Fewer legal advertisements were required for Planning Commission public hearings this year; however, legal ad costs have typically averaged more than that amount annually.

Account 42550: Small Tools and Equipment

\$400

FY 2013-14 Estimated Actual	\$300
FY 2013-14 Budget	\$400
FY 2012-13 Actual Expenditures	\$590

This account provides for replacement of Inspectors' tools and safety equipment.

Justification for increase over FY 2013-14 Estimated Actual:

No tools or safety equipment were required to be replaced this year; however, as the equipment ages, it will need replacement, and \$400 is included to ensure safety and efficiency.

Account 42720: Travel, Conferences, and Meetings

\$8,000

FY 2013-14 Estimated Actual	\$5,400
FY 2013-14 Budget	\$7,100
FY 2012-13 Actual Expenditures	\$3,709

Funding for all non-essential training was suspended in November 2008 and travel budgets were substantially reduced from FY 2008-09 through FY 2012-13. This account provides for essential staff training at association conferences and chapter meetings. Funds in this account are allocated as follows:

In-State Planning Commission Travel:

3 - American Planning Association CA Chapter Conference (Anaheim) \$3,600
 or League of California Cities' Planning Commissioners Academy
 (Southern California)

In-State Staff Travel:

1 - American Planning Association CA Chapter Conference (Anaheim)	\$1,300
HUD training - parking and lunch expenses only (Los Angeles)	\$400
American Planning Association Regional Chapter Meetings	\$200
1 - California Building Officials Annual Conference (Monterey)	\$2,000
ICC, CALBO, CEI, and IAPMO Chapter Meetings	\$500

Justification for increase over FY 2013-14 Budget and Estimated Actual:

Savings were achieved in FY 2013-14 because the Building Official did not attend the CALBO Annual Conference in Anaheim and only two Commissioners attended the Planning Commissioners Academy when funding was included for three attendees. Funding has been included in FY 2014-15 Budget for attendance at the same conferences budgeted for in FY 2013-14.

Account 42730: Training

\$8,000

FY 2013-14 Estimated Actual	\$3,400
FY 2013-14 Budget	\$4,800
FY 2012-13 Actual Expenditures	\$2,835

Funding for all non-essential training was suspended in November 2008, and training budgets were substantially reduced from FY 2008-09 through FY 2012-13. This account provides for essential training to enable staff to comply with various laws, properly enforce codes, and maintain professional certifications. While the training budget freeze was lifted in January 2011, staff continues to closely monitor training expenditures.

Funds in this account are allocated as follows:

Regulatory Training for:	
15 - Building and Safety staff (AB 717)	\$3,000
Certification/Licensing for:	
5 - Planning staff (American Institute of Certified Planners)	\$2,000
15 - Building and Safety staff (International Code Council)	\$3,000

Justification for increase over FY 2013-14 Budget and Estimated Actual:

Savings were achieved in FY 2013-14 because \$1,800 budgeted for Lead-based Paint training for the City's Home Rehabilitation Coordinator to obtain State certification as a Lead Inspector and Assessor was not received, and that funding will not be re-budgeted. Training for Building and Safety staff has been increased from \$3,000 in FY 2013-14 to \$6,000 in FY 2014-15 to ensure proper code knowledge.

**FY 2014-15
REQUEST**

Account 42790: Mileage

\$4,900

FY 2013-14 Estimated Actual	\$4,900
FY 2013-14 Budget	\$4,900
FY 2012-13 Actual Expenditures	\$4,800

This account provides reimbursement to staff for use of their personal vehicles for City business.

SUBTOTAL - SUPPLIES AND MATERIALS

\$44,000

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services

\$1,200

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$1,200
FY 2012-13 Actual Expenditures	\$48,381

This account provides the funding remaining in the consultant contract for completion of the Arroyo Simi Greenway Specific Plan document.

Justification for increase over FY 2013-14 Estimated Actual:

Consultant services on the Arroyo Simi Greenway project were not required in FY 2013-14 but are expected to be needed to complete the Specific Plan in FY 2014-15.

Account 44310: Maintenance of Equipment

\$20,200

FY 2013-14 Estimated Actual	\$18,800
FY 2013-14 Budget	\$18,500
FY 2012-13 Actual Expenditures	\$20,604

This account provides for maintenance of Departmental equipment as follows:

Maintenance and repair of nine Building and Safety vehicles	\$17,900
Washing of Building and Safety vehicles	\$500
Recalibration of Planning's noise monitoring device	\$500
Maintenance and repair of office equipment, such as shredder, date-time stamp, transcriber, and projector	\$1,300

Justification for increase over FY 2013-14 Budget and Estimated Actual:

The FY 2013-14 Budget included \$17,400 for vehicle maintenance, \$100 for car washing, \$1,000 for office equipment maintenance and repair, and no funding for the recalibration of the noise monitoring device. The FY 2014-15 Budget adds \$500 for vehicle maintenance and \$300 for office equipment maintenance due to the increasing age of the vehicles and equipment, \$400 for car washing to improve the appearance of these City vehicles, and \$500 for the biennial recalibration of the noise monitoring device.

**FY 2014-15
REQUEST**

Account 44490: Other Contract Services

\$50,000

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$50,000
FY 2012-13 Actual Expenditures	\$2,835

This account provides funding for plan check consultants to perform review of residential, commercial, and industrial building plans during periods of high demand for such review. Contract services are only retained in instances where the workload is at such a high level that in-house Plan Check Engineers cannot guarantee that initial plan reviews will accomplish the City's turn-around goals. These expenditures are fully offset by plan check revenues deposited by applicants.

Justification for increase over FY 2013-14 Estimated Actual:

Minimal funds were expended in FY 2012-13 and no funds were spent in FY 2013-14 because in-house Plan Check Engineers were able to maintain the turn-around goals given the number and timing of plan submittals. The short turn-around goals require weekly assessment of the number of plans in the queue and the determination of whether consultant assistance is required. The requested budget amount is necessary to maintain current levels of service.

SUBTOTAL - SERVICES:

\$71,400

TOTAL CURRENT EXPENSES:

\$115,400

PUBLIC WORKS

**DEPARTMENT OF PUBLIC WORKS
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42100: Utilities

\$1,638,700

FY 2013-14 Estimated Actual	\$1,517,900
FY 2013-14 Budget	\$1,447,300
FY 2012-13 Actual Expenditures	\$1,448,111

This account provides for electricity and water costs for the following:

Parkway and Tree Maintenance \$429,700

Funding for both electricity and water costs associated with maintaining lawns, groundcover, street trees, shrub, etc. within Landscape District No. 1 - Zone 39 (City-owned and maintained properties).

Lighting Maintenance \$1,209,000

Funding for electricity cost associated with City-owned traffic signals and streetlights.

Justification for increase over FY2013-14 Budget and Estimated Actual:

The FY 2014-15 Budget contains a projected utility rate increase of 8%. Rate increase for FY 2013-14 was approximately 5% but was underestimated and budgeted at 3%.

Account 42150: Communications

\$10,800

FY 2013-14 Estimated Actual	\$7,500
FY 2013-14 Budget	\$10,800
FY 2012-13 Actual Expenditures	\$4,300

This account includes the monthly rental for pagers for Public Works personnel (\$800) and telecommunication lines for monitoring traffic signal system (\$10,000)

Justification for increase over FY2013-14 Estimated Actual:

The upgrade to DSL lines for the traffic signal system is in progress additional signals will be implemented in FY 2014-15.

**FY 2014-15
REQUEST**

Account 42230: Office Supplies \$8,000

FY 2013-14 Estimated Actual	\$8,000
FY 2013-14 Budget	\$8,000
FY 2012-13 Actual Expenditures	\$5,892

Basic office supplies for the administration of the Public Works Department are purchased through this account including such consumable items as pens, pencils, erasers, paper stock, and folder.

Account 42235: Furnishings & Equipment (non-capital) \$2,400

FY 2013-14 Estimated Actual	\$4,000
FY 2013-14 Budget	\$5,000
FY 2012-13 Actual Expenditures	\$0

This account provides funding for a light bar and tool box for Replacement Vehicle #445.

Account 42310: Rentals \$8,000

FY 2013-14 Estimated Actual	\$7,200
FY 2013-14 Budget	\$8,000
FY 2012-13 Actual Expenditures	\$3,800

This account provides funding for the as-needed rental of various types of equipment such as power augers, cranes, wet vacuums, pumps, sandblasters, drills, compressed gas tanks, bobcats, highlights, and gradealls. This account also provides for rental equipment as needed for the bridge maintenance program.

Justification for increase over FY2013-14 Estimated Actual:

The amount and cost of specialized rental equipment changes from year-to-year based on projects undertaken by the Maintenance Section. A minimum amount is budgeted each year to cover anticipated needs.

Account 42410: Uniforms and Clothing \$28,000

FY 2013-14 Estimated Actual	\$29,700
FY 2013-14 Budget	\$27,000
FY 2012-13 Actual Expenditures	\$23,078

This account provides for the rental, cleaning, and replacement of maintenance worker clothing and for the purchase of safety equipment (boots, glasses, ear protectors, gloves, dust masks, hard hats, rain gear, etc.) for the following Public Works divisions:

**FY 2014-15
REQUEST**

Parkway and Tree Maintenance	\$6,700
Street Maintenance	\$6,000
Building Maintenance	\$6,100
Library Maintenance	\$600
Traffic Maintenance	\$1,800
Vehicle Maintenance	\$2,600
Secondary Drain Maintenance	\$1,700
Graffiti Abatement	\$200
Environmental Compliance	\$1,200
Public Works Inspection	\$1,100

Justification for proposed increase over FY 2013-14 Budget:

The FY 2014-15 budget includes an increase in boot allowance as agreed to in the Memorandum of Agreement between the City of Simi Valley and Service Employees International Union.

Account 42420: Special Departmental Expense \$133,900

FY 2013-14 Estimated Actual	\$133,900
FY 2013-14 Budget	\$133,900
FY 2012-13 Actual Expenditures	\$122,820

These funds provide for the operation and maintenance of six groundwater dewatering wells throughout the City. The funds are used to pay for energy to operate the pumps and for pump maintenance and replacement.

Account 42440: Memberships and Dues \$12,400

FY 2013-14 Estimated Actual	\$11,100
FY 2013-14 Budget	\$11,100
FY 2012-13 Actual Expenditures	\$8,653

This account includes the following professional certifications, membership, and dues:

American Public Works Association	\$2,000
Municipal Management Association of Southern California	\$200
American Society of Civil Engineers	\$1,700
Institute of Transportation Engineers	\$1,400
National Safety Council	\$400
Professional Engineer Registrations	\$1,200
Maintenance Superintendents Association	\$100
International Society of Arboriculture	\$1,900
Irrigation and Irrigation Tech Associations	\$500
Pesticide Applicators Professional Association	\$100
Society of Municipal Arborists	\$100

**FY 2014-15
REQUEST**

California Association of Pest Control Advisors	\$400
Floodplain Management Association of California	\$100
Association of State Floodplain Managers	\$100
California Water Environment Association Memberships and Certificates (Environmental Compliance)	\$1,200
Landscape Architect License	\$1,000

Justification for increase over FY 2013-14 Budget and Estimated Actual:

This FY 2014-15 budget includes an increase for dues to the California Water Environmental Association for the addition of one staff member and a higher certification level for another employee, and the addition of the Association of State Floodplain Managers membership, and Landscape Architect license.

Account 42450: Subscriptions and Books \$1,700

FY 2013-14 Estimated Actual	\$1,000
FY 2013-14 Budget	\$1,700
FY 2012-13 Actual Expenditures	\$1,520

This account provides for the annual renewal of subscriptions to professional journals and for the purchase of technical reference books.

Technical books, Standard Specifications and plan books	\$900
Trade journals	\$400
Environmental Compliance publications (technical books, manuals, and Best Management Practice handbooks)	\$400

Justification for increase over FY 2013-14 Estimated Actual:

Some publications are only renewed every two years.

Account 42460: Advertising \$1,000

FY 2013-14 Estimated Actual	\$1,000
FY 2013-14 Budget	\$1,000
FY 2012-13 Actual Expenditures	\$690

This account funds advertising for the Household Hazardous Waste Program, Electronic Waste events, and other environmental outreach programs.

**FY 2014-15
REQUEST**

Account 42500: Fuel and Lubricants

\$364,000

FY 2013-14 Estimated Actual	\$365,000
FY 2013-14 Budget	\$404,600
FY 2012-13 Actual Expenditures	\$361,170

These funds provide for gasoline, diesel fuel, and lubricants for City vehicles (except Police Department and Transit vehicles). The Department's average usage is 73,000 gallons of gasoline and 23,000 gallons of diesel per fiscal year. The estimated price per gallon for both for FY 2014-15 is \$3.68. An additional \$10,000 is budgeted for lubricants.

Account 42510: Tires

\$51,400

FY 2013-14 Estimated Actual	\$51,400
FY 2013-14 Budget	\$51,400
FY 2012-13 Actual Expenditures	\$50,541

This account funds the purchase of tires and tubes required to maintain City vehicles and equipment that may be purchased through a Cooperative Purchasing Program.

Account 42550: Small Tools and Equipment

\$10,000

FY 2013-14 Estimated Actual	\$10,000
FY 2013-14 Budget	\$10,000
FY 2012-13 Actual Expenditures	\$7,497

This account provides for items such as hand tools, weed whips, drills, chainsaws, axes, torches, shovels, nail guns, levels, pry bars, hoses, nozzles, wrenches, screwdrivers, and small survey tools.

Account 42560: Operating Supplies

\$504,600

FY 2013-14 Estimated Actual	\$449,700
FY 2013-14 Budget	\$484,600
FY 2012-13 Actual Expenditures	\$410,691

This account funds the purchase of all supplies required by the following Divisions:

<u>Parkway and Tree Maintenance</u>		\$11,500
Tree and roadside supplies	\$11,000	
Arbor Day supplies	\$500	

**FY 2014-15
REQUEST**

<u>Street Maintenance</u>		\$178,000
Asphalt	\$88,600	
Concrete	\$72,600	
Aggregate Base	\$2,000	
Supplies for Bridge Maintenance Program	\$3,000	
Other supplies (including sand, form lumber, nails, propane, plywood, stakes, and bagged concrete)	\$11,800	
 <u>Building Maintenance</u>		 \$75,000
Miscellaneous building material and custodial supplies needed to maintain City buildings and parking lot lights at the facilities listed below:		
City Hall		
Cultural Arts Center		
Cypress Street Fire Station		
Department of Motor Vehicles building		
Development Services Building		
Former Print Shop		
Former Sheriff's Station		
Mt. McCoy and Stow radio equipment buildings		
Police Facility		
Public Services Center - maintenance buildings		
Public Services Center - office buildings		
Rail Station		
Sanitation Operations building		
Senior Center		
Transit Maintenance Facility		
 <u>Library Maintenance</u>		 \$10,000
Paper products, cleaning products, lighting supplies, electrical and plumbing supplies.		
 <u>Traffic Maintenance</u>		 \$53,000
Raised pavement markers, reflectorized pavement markers, paint, beads, street name signs, signposts, guide signs, stencils, banners, flags, and other supplies.		
 <u>Vehicle Maintenance - All City Vehicles and Equipment</u>		 \$118,600
Various parts and materials needed to maintain vehicles and equipment such as brake material, filters, clutches, engines, transmissions, and suspension parts.		
 <u>Secondary Drain Maintenance</u>		 \$6,200
Miscellaneous expenses for the purchase of concrete, asphalt, grates, manhole covers, catch basin guards, forms, and nails.		
Also provides for the purchase of hardware and filters for installation in catch basins at the Public Services Center to meet Storm-water Quality Management Program requirements.		

**FY 2014-15
REQUEST**

<u>City Engineering/Traffic Engineering</u>		\$7,300
Engineering and drafting supplies	\$3,000	
Stacking record file boxes, plan hold files	\$300	
Mylar paper	\$1,000	
Engineering copier print paper	\$2,000	
Safety equipment and measuring tools	\$1,000	
 <u>Graffiti Abatement</u>		 \$10,000
Provides for graffiti removal supplies which include paint, towels, and chemicals.		
 <u>Environmental Compliance</u>		 \$35,000
Supplies and equipment for Stormwater and Hazardous Materials Management Programs such as safety equipment, fire extinguishers, containers for sampling, beakers, pH meter replacement parts, spill cleanup equipment, spill dikes, drain blocks, overpack containers, spill kits, and anti-spark tools. Included are funds for fluorescent tube disposal supplies, gas detector supplies, brochures, supplies to be used in the training and education of the local business community in environmental regulations, pollution prevention, waste reduction and effective resource management practices, and supplies to support community and Arroyo cleanup projects. Also included is the purchase of curb markers to meet NPDES storm drain stenciling requirements, and maintenance supplies and replacements for catch basin trash excluders and trash/recycle receptacles.		

Justification for increase over FY 2013-14 Estimated Actual:

This FY 2013-14 budget contains funds to purchase trash/recycle receptacles for Environmental Compliance. Staff is reviewing alternatives and these items will be purchased in FY 2014-15. This account also includes increased funding for asphalt to enhance the street maintenance program.

Account 42720: Travel, Conferences, and Meetings

\$8,100

FY 2013-14 Estimated Actual	\$7,200
FY 2013-14 Budget	\$7,200
FY 2012-13 Actual Expenditures	\$4,082

These funds are expended for attendance at selected professional association meetings, conferences, and training programs that allow staff to enhance technical knowledge and to stay current with recent developments in engineering and public works related fields.

Training Related Travel

1 - CWEA Pretreatment Prevention and Stormwater Conference, or CASQA, Cal (Environmental Compliance Management Staff)	\$1,000
1 - Used Oil Recycling/Household Hazardous Waste/Western Sustainability and Pollution Prevention Network Conference (Environmental Compliance Management Staff)	\$1,300
1 - Maintenance Superintendents Association Conference (Maintenance Superintendent) (Ventura, CA)	\$400
1 - FEMA Floodplain Administer Training (Deputy Director/ Development Services) - travel accommodations and training fully reimbursed by FEMA	\$200
1 - Floodplain Management Association Conference (Deputy Director/Development Services)	\$900
1 - Qualified Stormwater Pollution Prevention Plans Practitioner (QSP) Training and Certification (Public Works Inspector, Engineering)	\$1,100
1 - Certified Inspector of Sediment and Erosion Control (CISEC) Training and Certification (Public Works Inspector, Engineering)	\$900

Other Travel, Conferences, and Meetings

12 - American Public Works Association Meetings (APWA), Admin/ Eng. Limited to five per month.	\$1,000
3 - Municipal Management Association of Southern California Conference (Management Analyst/Deputy Dir./Admin)	\$100
5 - Institute of Transportation Engineers Bi-monthly Meetings, CA	\$200
4 - American Society of Civil Engineers Meetings	\$200
1- Maintenance Superintendents Assoc. Meetings (Maintenance), CA	\$0
1 - Municipal Equipment Maintenance Assoc. Conference (Maintenance), CA	\$300
1 - International Society of Arboriculture Conference (Maintenance), CA	\$500

Justification for increase over FY 2013-14 Budget and Estimated Actual:

Additional funds are requested for Engineering staff to attend FEMA Floodplain training.

**FY 2014-15
REQUEST**

Account 42730: Training

\$16,900

FY 2013-14 Estimated Actual	\$10,300
FY 2013-14 Budget	\$10,300
FY 2012-13 Actual Expenditures	\$3,457

This account provides funds for staff to attend specialized workshops, classes, and seminars and for training materials for the purpose of expanding organizational and job-related development. Courses include:

Professional Development:	\$1,000
Certification/Licensing	\$6,500
Regulatory Training:	\$9,200
General Management/Supervisory/Leadership Skills:	\$200

Justification for increase over FY 2013-14 Budget and Estimated Actual:

Additional funds are requested for regulatory training for Engineering staff to attend Caltrans Resident Engineers Academy and Stormwater Pollution Prevention training, and Environmental Compliance staff to attend hazardous materials related training. With the recent retirement of a trainer certified staff member, all hazardous related training must now be completed off-site.

Account 42790: Mileage

\$6,400

FY 2013-14 Estimated Actual	\$6,400
FY 2013-14 Budget	\$6,400
FY 2012-13 Actual Expenditures	\$5,199

This account provides reimbursement for use of personal vehicles on City business.

SUBTOTAL - SUPPLIES AND MATERIALS

\$2,806,300

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services

\$414,000

FY 2013-14 Estimated Actual	\$385,000
FY 2013-14 Budget	\$385,000
FY 2012-13 Actual Expenditures	\$243,205

This account provides for the following consultant services and studies, some of which are reimbursable from developer fees:

<u>City Engineering</u>		\$329,000
Review of development project soils reports. This expense is partially reimbursed through developer fees.	\$100,000	
Funding for consultant to prepare a Pavement Management System update.	\$63,000	
Funding for County of Ventura record map checking and right of way documents. This expense is partially reimbursed through developer fees.	\$50,000	
Engineering contract services, which include such items as providing funding for contracted public improvement plan review, plan check services for review of private land development related projects, inspection services, review of development project geotechnical engineering and soils reports, surveying for general engineering purposes that due to technical and/or time constraints cannot be performed by current staff, and recording of documents. Most of these expenses are reimbursed through developer fees.	\$100,000	
Maintenance and management of the City-wide hydrological and hydraulic models and supporting data, update of the Storm Drain System Atlas GIS, including land development project infrastructure and GIS mapping services. This expense is proposed to be reimbursed through developer fees.	\$10,000	
Consultant services to investigate various right of way issues associated with easements and land acquisition.	\$6,000	
<u>Traffic Engineering</u>		\$10,000
This account provides funds for traffic counts for morning and after- noon peak hour traffic at City intersections as required by the State Congestion Management Program and for daily traffic counts for traffic requests and to update the City's Traffic Volume Map.		

Environmental Compliance \$75,000

The City is a stakeholder in the "Parties Implementing Total Maximum Daily Loads (TMDLs) on the Calleguas Creek Watershed." The TMDLs limits includes pesticides, metals, toxicity, salts and nutrients; identified as having impacted the surface water and requiring monitoring and cleanup efforts. The City's cost is calculated based upon a formula that fairly allocates costs to the twelve stakeholders in the MOA.

Justification for proposed increase over FY 2013-14 Budget and Estimated Actual:

The FY 2014-15 budget contains additional funds for professional engineering services and Ventura County record map checking required to accommodate Runkle Canyon and other large developments. These expenses will be reimbursed through developer fees. Additional funds are also requested for the maintenance and management of the citywide hydrological and hydraulic models, and a pavement management system update.

Account 44310: Maintenance of Equipment \$54,700

FY 2013-14 Estimated Actual	\$54,700
FY 2013-14 Budget	\$54,700
FY 2012-13 Actual Expenditures	\$66,941

This account provides for maintenance of Departmental equipment as follows:

Parkway and Tree Maintenance \$3,700

Provides for parts, repairs, and services of power equipment, brush chipper blades, tree stump grinder teeth, chain saws, weed whips, and air blowers.

Vehicle Maintenance \$50,000

Maintenance of equipment costs for outside work that cannot be performed in-house due to staffing, time constraints, and specialized equipment needs. Examples of such work include welding, specialized equipment repairs, air conditioning system repairs, front-end alignments, differential repairs, transmission repairs, vehicle glass replacements, and maintenance to vehicle mobile radios. The amount also includes both vehicle smog and diesel smoke certifications.

City Engineering \$1,000
Reader/printer maintenance

**FY 2014-15
REQUEST**

Account 44450: Landscape Maintenance Contract

\$1,028,100

FY 2013-14 Estimated Actual	\$890,800
FY 2013-14 Budget	\$976,800
FY 2012-13 Actual Expenditures	\$914,058

This account funds contract maintenance of lawns, groundcover, street trees, shrubs, etc., within Landscape District No. 1 - Zone 39 (City-owned and maintained properties).

Parkway and Tree Maintenance \$1,003,100

- a) Contract maintenance of Landscape District No. 1, Zone 39 (City-owned and maintained properties) including the County Courthouse, DMV, and City-owned and undeveloped parcels. \$721,700
- b) Contract maintenance of trees 15 feet in height and above in the Landscape District No. 1, Zone 39 (City-owned and maintained properties) areas. Complete Trim Cycle. \$261,900
- c) Smart irrigation controller wireless communication service for 132 sites in the Landscape District No. 1, Zone 39. \$19,500

Library Maintenance \$25,000

Contract maintenance of lawns, groundcover, trees, shrubs, etc. for the Simi Valley Library.

Justification for proposed increase over FY 2013-14 Budget and Estimated Actual:

FY 2014-15 budget includes additional funds for complete trim cycle for the LMD tree maintenance contract. In addition the City experienced less expenditures than anticipated in FY 2013-14 for unexpected contract work such as traffic collision repairs or site upgrades and repairs.

Account 44490: Other Contract Services

\$1,284,100

FY 2013-14 Estimated Actual	\$1,134,900
FY 2013-14 Budget	\$1,260,100
FY 2012-13 Actual Expenditures	\$1,053,715

This account provides for contractual services in the following program areas:

<u>Parkway and Tree Maintenance</u>		\$407,700
a)	Contract maintenance for street trees that are beyond staff and equipment capability, to accommodate requests for street tree services and the overlay/slurry seal program, and for new trees in the right-of-way.	\$281,500
b)	Contract maintenance and watering of 500 not yet established street trees in conjunction with the Street Tree Replacement Program.	\$31,200
c)	Roadside and street tree herbicide/pesticide applications (parkways, enhanced parkways and Landscape District).	\$56,200
d)	Projected cost of landfill disposal fees for roadside and street tree debris.	\$4,000
e)	Outside services for printing and miscellaneous color copies (educational brochures, pamphlets, etc.).	\$500
f)	Safety kits, related first aid items, and bagged ice.	\$1,500
g)	Contract arborists' reviews and reports of preserved street trees.	\$5,700
h)	Removal and replacement of diseased eucalyptus trees.	\$5,300
i)	Removal and replacement of non-conforming street trees.	\$20,000
j)	Tree inventory software upgrade, maintenance and support.	\$1,800

<u>Street Maintenance</u>	\$118,000
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Costs associated with street, curb, gutter, and sidewalk repairs to support street tree and asphalt overlay programs.

a)	Curb, Gutter, Asphalt, and Sidewalk Replacement Program	\$20,000
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b)	Bridge Maintenance Program	\$18,000
c)	Slurry Seal Program	\$70,000
b)	Access road maintenance (Lost Canyons)	\$10,000

Building Maintenance \$160,000

Provides contractual maintenance items and services for City buildings.

a)	Air conditioning and heating system repairs for all City buildings, excluding the Library and Police Facility.	\$76,000
b)	Miscellaneous painting for City building.	\$5,000
c)	Pesticide applications around City buildings.	\$2,500
d)	Fire system servicing, maintenance, and repairs (fire sprinklers, fire extinguishers, etc.) for all City buildings excluding the Police Facility, Sanitation, and Waterworks.	\$15,000
e)	Contract monitoring of fire alarm systems for all City buildings excluding the Police Facility, Sanitation, and Waterworks.	\$11,000
f)	Roof repairs for City buildings.	\$8,000
g)	Custodial equipment servicing/maintenance (floor buffers, vacuum cleaners, etc.	\$2,500
h)	Electrical system repairs and maintenance.	\$4,000
i)	Cultural Arts Center auditorium and Multipurpose Room hardwood floor maintenance.	\$2,500
j)	Senior Center grease trap maintenance.	\$2,500
k)	Roll-up door and motorized gate maintenance repairs, and replacement (1 freight door, 14 rollup doors, 2 motorized gates, and 6 automatic doors).	\$9,000
l)	Cultural Arts Center and Senior Center/HVAC Management System repair and maintenance.	\$5,000
m)	Emergency generator, preventive maintenance, and repairs for City Hall.	\$3,000

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|----|---|---------|
| n) | Miscellaneous services: repair/replacement of water heaters, interior/exterior drinking fountains, sump pumps, dishwasher, ice makers, ovens, refrigerators, exterior signs, windows, drains, locksmith services, bicycle lockers, and parking lot poles. | \$8,000 |
| o) | Service contract for the City Hall Building HVAC Automation system. | \$6,000 |

<u>Library Maintenance</u>	\$42,000
Provides contractual maintenance items and services for the Simi Valley Library.	

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|----|---|----------|
| a) | Air conditioning and heating system repairs and HVAC management system repair and maintenance. | \$25,000 |
| b) | Building maintenance contract services such as roof repairs, painting, door repairs and refinishing, locksmith services, floor and carpet repairs, plumbing services, and pesticide applications. | \$15,000 |
| c) | Fire system servicing, maintenance, and repairs (fire sprinklers, fire extinguishers, etc.) and monitoring of fire alarm systems. | \$2,000 |

<u>Traffic Maintenance</u>	\$92,000
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|----|---|----------|
| a) | Street striping, sandblasting, pavement markers, and painting of school crosswalks. | \$40,000 |
| b) | Installation of flag banners. | \$12,000 |
| c) | Armed Forces Banner and Replacement Program. | \$40,000 |

<u>Vehicle Maintenance</u>	\$11,700
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- | | | |
|----|--|---------|
| a) | Ventura County oversight and consultant testing of underground fuel tanks (mandatory). | \$2,500 |
| b) | Permit Fees for Garage Operations: | |
| | Statewide portable equipment registration | \$600 |
| | Ventura County APCD (portable engines) | \$2,800 |
| | Ventura County APCD (emergency generator) | \$600 |
| | Ventura County APCD (underground fuel tanks) | \$500 |
| | Ventura County EHD (emergency generator) | \$500 |
| | Ventura County EHD (underground fuel tanks) | \$4,200 |

<u>Secondary Drain Maintenance</u>	\$30,000
This allocation is for the projected cost of contract cleaning of various drainage pipes throughout the City, herbicide spraying of channels, and landfill disposal fees.	
<u>City Engineering/Traffic Engineering</u>	\$7,000
Provides engineering copying services to accommodate sets of construction plans, specifications and provides microfilming of maps for use by the reader/printer. Also provides for copying mylars.	
<u>Lighting Maintenance</u>	\$303,500
Provides maintenance contract services for 121 City-owned traffic signals.	
<u>Graffiti Abatement</u>	\$25,000
Contract graffiti abatement.	
<u>Environmental Compliance</u>	\$87,200
a) Provides for first aid supplies, Arroyo Simi Cleanup event costs, printing costs for brochures and pamphlets and outreach materials in association with the Pollution Prevention Program and Stormwater Management Program.	\$3,200
b) Contract services for hazardous waste packing and disposal removed from City streets as a result of spills and/or illegal activity.	\$9,000
c) NPDES stormwater permit fee.	\$40,000
d) Contract services for maintenance of basin trash excluders (NPDES permit requirement).	\$35,000

Justification for proposed increase over FY 2013-14 Budget and Estimated Actual:

The FY 2014-15 budget includes additional funds for the removal and replacement of non-conforming street trees. Funds for the FY 2013-14 program were eliminated. Additional funds also include an increase for the slurry seal program and the NPDES stormwater permit fee.

**FY 2014-15
REQUEST**

Account 44355: Reimbursement for Vehicle Maintenance	(\$927,700)
FY 2013-14 Estimated Actual	(\$923,300)
FY 2013-14 Budget	(\$923,300)
FY 2012-13 Actual Expenditures	(\$887,000)

This account represents the reimbursement charges allocated to each Department and Fund for the maintenance of vehicles.

SUBTOTAL - SERVICES: \$1,853,200

TOTAL CURRENT EXPENSES: \$4,659,500

CAPITAL OUTLAY

Account 47020: Furnishings and Equipment \$40,500

FY 2013-14 Estimated Actual	\$7,000
FY 2013-14 Budget	\$7,000
FY 2012-13 Actual Expenditures	\$5,051

Additional funding is requested to complete the Kitchen Sink Replacement Project for the Cultural Arts Facility. Funding in the amount of \$7,000 was approved in FY 2031-14, Policy Item 4. This amount is insufficient based on the quotes received and additional funding is requested in FY 2014-15. This account also includes funding toward equipment to enhance the street maintenance program.

TOTAL CAPITAL OUTLAY: \$40,500

**DEPARTMENT OF PUBLIC WORKS
FY14-15 POLICY ITEM PROPOSAL**

TITLE: Funding for Work Order, Preventive Maintenance, and Inventory modules addition to the Hansen CMMS System (Split funded GF, Sanitation, Waterworks)
 REQUEST: \$95,000
 ACCOUNT: 100-4005-44010, 700-4205-44010, 761-4605-44010
 PRIORITY: 5

COST BREAKDOWN	
<u>Capital Outlay</u>	
Hansen (General Fund)	\$75,000
Hansen (Sanitation)	\$10,000
Hansen (Waterworks)	\$10,000
TOTAL:	\$95,000

The Department of Public Works received authorization to purchase the Hansen Work Order, Preventive Maintenance, Inventory, and Customer Service System; the required computer hardware components; and professional integration services in August of 2004 for Sanitation and Water Works. The system was purchased to meet Governmental Accounting Standards Board (GASB) statement 34 requires that all current and municipal long-term assets and liabilities be reported.

The Department of Public Works requests to extend this technology to Street and Fleet Maintenance. This will allow Public Works to implement a Work Order, Preventive Maintenance, Inventory, and Customer Service System to manage the Public Works and Fleet assets. The software, training, and setup is projected at a cost of \$90,000.

The Street section of the Public Works Department must maintain asset records, tracking asset history, maintenance and repair, for over 330 miles of streets, and 18,000 street signs. The Fleet section must maintain asset records, tracking asset history, maintenance and repair, for 300 rolling assets (vehicles) and all City buildings. The Work Order and Inventory System proposed will integrate the customer service, work orders, preventive maintenance, parts inventory and resource planning functions thereby enabling staff to more effectively extend asset life, and improve asset efficiency.

The fully developed existing system currently in use is an Infor/Hansen product which is a system with completed predefined modules and would not require development cost beyond the purchase of the software and system implementation cost. Staff's conclusion is that Hansen provides the most robust and featured product line, has already been installed and utilized in Sanitation and Water and is recommended for purchase. Justification for this determination is based upon the following:

- Hansen's product line provides many modules, which can effectively integrate Fleet and Street functions, as well as other asset bases, and allow GIS integration.
- The current project is a long-term commitment, which will span several years of operations and asset data collection and integration. Hansen has all the necessary modules and components to complete the project.
- Hansen has handheld and wireless based applications in operation within their customer base that are suitable to the future needs of the City.
- Hansen has a single point of support for their user base.
- Hansen has a more mature inventory management system than other vendors.
- Hansen has a customer base of more than 300 customers worldwide, with strong endorsements from other cities in the area and in the state.

The Department of Public Works seeks authorization to implement a Work Order, Preventive Maintenance, Inventory, and Customer Service System to manage the assets of the Public Works Fleet and Street areas to meet the Governmental Accounting Standards Board (GASB) statement 34 requirements.

**DEPARTMENT OF PUBLIC WORKS
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for the City's Flags and Banners Program
TOTAL: \$17,000
ACCOUNT: 100-4140-42560 and 100-4140-44490
PRIORITY: 3

SAVINGS BREAKDOWN

Current Expenses

Other Contract Services	\$12,000
Operating Supplies	\$5,000
TOTAL:	\$17,000

The City has an annual program to place seasonal flags and banners along portions of Los Angeles Avenue, First Street, Tapo Canyon Road and Tapo Street. Funds totaling \$17,000 are budgeted in Other Contract Services and Operating Supplies to maintain this program. Elimination of these funds will eliminate the annual flags and banners program for FY 2014-15.

**DEPARTMENT OF PUBLIC WORKS
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Operating Supplies for Various Sections
TOTAL: \$24,000
ACCOUNT: 100 - 42560
PRIORITY: 4

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Operating Supplies	\$24,000
TOTAL:	\$24,000

The Department budgets \$484,600 in Operating Supplies for supplies and materials needed in various sections of the department. Reduction of this account, as listed below, would reduce the funds available and reduce the level of services.

Street Maintenance (4120) = \$10,000
Library Maintenance (4170) = \$2,000
Vehicle Maintenance (4150) = \$10,000
Graffiti Abatement/Cost (4190) = \$2,000

**DEPARTMENT OF PUBLIC WORKS
FY 14-15 REDUCTION PROPOSAL**

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TOTAL: \$17,000
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**DEPARTMENT OF PUBLIC WORKS
FY 14-15 REDUCTION PROPOSAL**

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POLICE

**POLICE DEPARTMENT
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42150: Communications \$21,900

FY 2013-14 Estimated Actual	\$22,100
FY 2013-14 Budget	\$22,800
FY 2012-13 Actual Expenditures	\$20,627

This account provides for:

Department of Justice CLETS access	\$8,000
County of Ventura CLETS access	\$13,000
Satellite TV for Mobile Command Post	\$600
Language translation at switchboard	\$300

Account 42200: Computers (Non-Capital) \$700

FY 2013-14 Estimated Actual	\$8,900
FY 2013-14 Budget	\$9,100
FY 2012-13 Actual Expenditures	\$8,095

This account provides for:

Printer replacement	\$300
Video Card replacements	\$400

Account 42230: Office Supplies \$19,500

FY 2013-14 Estimated Actual	\$18,100
FY 2013-14 Budget	\$18,300
FY 2012-13 Actual Expenditures	\$13,201

This account provides for the purchase of various office and related supplies that are essential to the effective management and operation of the Department and its respective programs.

Justification for increase over FY2013-14 Budget and Estimated Actual:

FY 2014-15 Budget includes anticipated cost and quantity increases.

**FY 2014-15
REQUEST**

Account 42310: Rentals

\$16,500

FY 2013-14 Estimated Actual	\$15,500
FY 2013-14 Budget	\$15,500
FY 2012-13 Actual Expenditures	\$14,103

This account is for the following rentals:

Vehicle rental for covert operations	\$2,500
Rental of judgmental firearms training simulator	\$4,000
Rental of Angeles, VSO, etc. for SWAT and Outdoor Rifle Range	\$10,000

Justification for increase over FY2013-14 Budget and Estimated Actual:

FY 2014-15 Budget provides for anticipated cost increases and higher demand for vehicle rentals.

Account 42410: Uniforms and Clothing

\$380,500

FY 2013-14 Estimated Actual	\$326,800
FY 2013-14 Budget	\$342,000
FY 2012-13 Actual Expenditures	\$251,542

This account is used for the following:

Honor Guard uniform and equipment	\$1,700
Patrol uniforms and gear	\$2,700
S.E.S./S.P.S. officer gear	\$5,000
S.W.A.T. officer uniform	\$5,000
C.N.T. officer uniform	\$1,200
Detective, C.S.I., and Technical Service Team uniforms	\$1,900
Annual uniform allowance	\$198,400
Police Services Assistant and Dispatch cleaning allowance	\$10,700
Maintenance Worker uniforms and boot allowance	\$1,200
Uniform replacement and badge repair	\$7,500
New officer uniform and equipment - lateral	\$27,000
New officer uniform and equipment - entry	\$64,500
New officer uniform and equipment - reserve	\$16,500
Civilian uniforms	\$6,500
Citizens on Patrol, Volunteer, and Chaplain uniforms	\$3,000
Replacement vests	\$23,300
Replacement motorcycle pants, gloves, helmets, and night safety glasses	\$1,100
New motor officer gear	\$3,300

Justification for increase over FY2013-14 Budget and Estimated Actual:

FY 2014-15 Budget reflects realignment of vest replacement policy to every five years (as opposed to ten), per the manufacturers recommendation, and increases in uniform replacement and cleaning allowances.

**FY 2014-15
REQUEST**

Account 42440: Memberships and Dues

\$9,600

FY 2013-14 Estimated Actual	\$9,000
FY 2013-14 Budget	\$9,800
FY 2012-13 Actual Expenditures	\$6,140

This account includes the following professional certifications, membership, and dues:

International Chiefs of Police/California Peace Officers Association	\$200
California Peace Officers Association	\$1,400
California Police Chiefs Association	\$2,100
Municipal Management Association of Southern California	\$300
International Association of Police Chaplains	\$700
Law Enforcement Intelligence Unit	\$600
FBI Law Enforcement Executive Development Association	\$200
FBI National Academy Association	\$100
National Emergency Number Association	\$300
Associated Public Communication Official/California Public Safety Radio	\$300
California Narcotics Officers Association	\$500
California Tactical Officers Association	\$100
California Association of Hostage Negotiators	\$400
California Gang Investigators Association	\$300
National Tech Investigator Association	\$200
California Law Enforcement Association of Records Supervisors (CLEARS)	\$200
California CLETS Users Group	\$100
Southern California Crime and Intelligence Analysis Association	\$200
International Association of Crime Analysts	\$100
California Association of Police Training Officers	\$100
California Crime Prevention Officers	\$200
California Association of Property & Evidence	\$200
California Background Investigators Association	\$100
California Reserve Police Officers Association	\$600
Ventura County Volunteer Coordinator Council	\$100

Justification for increase over FY 2013-14 Estimated Actual:

FY 2013-14 Estimated Actual expenditures are under budget due to time lag in filling vacant positions resulting from retirements. Funds are budgeted at expected renewal fees for FY 2014-15.

Account 42450: Subscriptions and Books

\$2,500

FY 2013-14 Estimated Actual	\$2,500
FY 2013-14 Budget	\$2,500
FY 2012-13 Actual Expenditures	\$1,628

Professional reference books	\$500
Chaplain books	\$300
Annual newspaper subscriptions	\$400
Dispatcher training manuals	\$400

**FY 2014-15
REQUEST**

Watch Commanders reference materials	\$200
Vehicle/Penal Codes & reference materials	\$500
Crime Analysis reference materials	\$100
Records reference materials	\$100

Account 42500: Fuel and Lubricants \$423,200

FY 2013-14 Estimated Actual	\$381,100
FY 2013-14 Budget	\$472,700
FY 2012-13 Actual Expenditures	\$355,240

This account provides for the gasoline and lubricants needed to operate Police vehicles.

Justification for increase over FY 2013-14 Estimated Actuals:

FY 2013-14 Estimated Actual is under budget due to favorable fuel rates. Gas is budgeted at \$3.68 per gallon for FY 2014-15 and the Department's average annual usage is 115,000 gallons.

Account 42560: Operating Supplies \$357,700

FY 2013-14 Estimated Actual	\$317,200
FY 2013-14 Budget	\$322,700
FY 2012-13 Actual Expenditures	\$277,021

The Operating Supplies Account is used for the purchase of ammunition, vehicle and motorcycle replacement equipment, K-9 food and supplies, surveillance supplies, accident investigation supplies, and other items necessary for the effective operation of the Police Department.

Administration	\$1,600
Dispatch	\$3,100
Patrol	\$44,800
Special Operations Unit	\$8,500
Detectives	\$12,900
Records	\$3,900
Fiscal	\$100
Maintenance	\$167,500
Auxiliary Services	\$107,500
Traffic	\$7,800

Justification for increase over FY 2013-14 Budget and Estimated Actual:

FY 2014-15 Budget includes enhancements to investigative technology and equipment for new vehicles. New equipment will be purchased for all replacement vehicles as the old equipment will not fit the dimensions of the new model.

Account 42720: Travel, Conferences, and Meetings

\$72,400

FY 2013-14 Estimated Actual	\$67,400
FY 2013-14 Budget	\$71,000
FY 2012-13 Actual Expenditures	\$29,856

This account provides for attendance at selected professional association conferences and meetings.

The following travel and conferences are projected for FY 2013-14:

1 - California Peace Officers Association (CA)	\$1,500
3 - Versaterm Conference (Newfoundland)	\$10,500
8 - Versa-West Meetings (varying locations-CA)	\$1,500
1 - Law Enforcement Intelligence Units (LEUI)	\$1,900
2 - Int'l Assoc. of Chiefs of Police (IACP) Conference (Orlando, FL)	\$4,500
2 - California Peace Officers Assoc. (CPOA) Conference	\$3,500
2 - California Peace Officer Memorial (Sacramento, CA)	\$500
8 - Women Leadership in Law Enforcement (San Jose, CA)	\$4,500
1 - COP Attendance (9 trips-Sacramento, CA)	\$2,300
2 - Executive Assistant/Secretary Meetings (CA)	\$400
1 - Liebert Cassidy Whitmore Conference (Anaheim, CA)	\$1,300
1 - California FirstNet Responders Meetings (5 trips-Sacramento, CA)	\$1,200
1 - National Emergency Number Association (San Diego, CA)	\$1,100
4 - California Association of Tactical Dispatchers Meetings(Varying locations-CA)	\$200
1 - California Public Radio Association Meetings (So. Ca)	\$100
2 - Police K-9 Magazine HITS Conference (Location TBA)	\$4,000
6 - Calif. Reserve Police Officer Assoc (CRPOA) Conf. (San Jose, CA)	\$6,000
2 - Calif. Narcotics Officers Assoc. (CNOA) Conf. (Sparks, NV)	\$2,100
3 - California Assoc. of Tactical Officers Conference (San Diego, CA)	\$3,000
2 - California Association of Hostage Negotiators (Anaheim, CA)	\$1,400
2 - California Gang Investigators Conference (Anaheim, CA)	\$2,000
2 - Advanced Sniper Conference (El Grove, CA)	\$1,300
2 - National Technical Investigators Conference (San Diego, CA)	\$2,000
1 - Homicide Investigators Conference (Las Vegas, NV)	\$1,200
1 - Robbery Investigators Conference (Reno, NV)	\$1,000
2 - So. California Investigators Conference (Cathedral City, CA)	\$1,800
1 - Cal. State Division/International Assoc. for Identification	\$1,600
1 - Calif. Law Enforce. Assoc. Records Supervisors Conf. (Ventura, CA)	\$400
1 - California CLETS Users Groups Conference (Sacramento, CA)	\$1,400
1 - So. Calif. Crime and Intelligence Analyst Assoc. Conf. (Petaluma, CA)	\$900
1 - International Assoc. of Crime Analyst Assoc. Conf. (Bellevue, WA)	\$1,700
2 - Municipal Management Assoc. of Southern Calif. Conference (San Diego)	\$1,700
1 - California Association of Property and Evidence (CAPE) Conf. (No CA)	\$1,500
1 - California Law Enforcement Background Investigator (CLEBI) Conf. (So CA)	\$1,200
1 - California Crime Prevention Officers Association (CCPOA) Conf.	\$1,200

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REQUEST**

Justification for increase over FY 2013-14 Budget and Estimated Actual:

The FY 2014-15 Budget includes crime scene investigators', municipal management, and fraud conferences, not previously budgeted. The inclusion of these conferences is indicative of hiring new staff and the need to address current crime trends. In addition, the Versaterm conference has increased due to its new location.

Account 42730: Training

\$21,700

FY 2013-14 Estimated Actual	\$17,400
FY 2013-14 Budget	\$18,200
FY 2012-13 Actual Expenditures	\$16,924

Non-POST Training includes:

Professional Development	\$2,800
Certification/Licensing	\$3,200
Technical/Skill Building	\$10,500
Regulatory Training	\$1,500
General Management/Supervision	\$3,700

Justification for increase over FY 2013-14 Budget and Estimated Actual:

The FY 2013-14 Budget provides additional training required for positions that will fill anticipated retirements and additional instructor certifications.

Account 42760: P.O.S.T. Training

\$100,000

FY 2013-14 Estimated Actual	\$90,000
FY 2013-14 Budget	\$90,000
FY 2012-13 Actual Expenditures	\$91,822

This account was established in FY 1983-84 to provide training courses that are partially reimbursed to the City through the California Commission on Peace Officer Standards and Training (P.O.S.T.).

Justification for increase over FY 2013-14 Budget and Estimated Actual:

FY 2014-15 Budget provides additional training required for positions that will fill anticipated retirements.

Account 42770: Recruitment

\$31,100

FY 2013-14 Estimated Actual	\$22,300
FY 2013-14 Budget	\$30,600
FY 2012-13 Actual Expenditures	\$16,642

This account provides funding for the following activities conducted prior to the employment of new Police Department staff and volunteers:

**FY 2014-15
REQUEST**

Pre-employment physicals	\$14,000
Pre-employment psychological exams	\$6,400
Polygraph exams	\$5,000
Credit checks	\$500
Background Investigator travel	\$2,000
Recruitment Advertising & Supplies	\$500
Outside Background Investigations	\$2,700

Justification for increase over FY 2013-14 Budget and Estimated Actual:

The FY 2013-14 Estimated Actual reflects lower than anticipated hirings during the fiscal year. FY 2014-15 Budget provides for a modest increase in recruitment advertising.

Account 42780: Out of County Investigation

\$9,000

FY 2013-14 Estimated Actual	\$8,000
FY 2013-14 Budget	\$6,500
FY 2012-13 Actual Expenditures	\$9,076

This account provides for travel in pursuit of evidence and suspects who have committed major crimes in Simi Valley and have fled from the area. Out-of-County investigations vary from year to year based on the amount of travel required in the pursuit of suspects committing major crimes.

Justification for increase over FY 2013-14 Budget and Estimated Actual:

FY 14-15 Budget reflects increased activity in pursuing major crimes where suspects have fled the area and pursuit of cold cases.

Account 42790: Mileage

\$1,000

FY 2013-14 Estimated Actual	\$800
FY 2013-14 Budget	\$1,000
FY 2012-13 Actual Expenditures	\$1,502

This account provides mileage reimbursement when officers are required to appear in court and when City vehicles are not available. Additionally, mileage reimbursement is provided to civilian employees when travel is necessary in their assignment.

SUBTOTAL - SUPPLIES AND MATERIALS

\$1,467,300

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services

\$124,500

FY 2013-14 Estimated Actual	\$105,200
FY 2013-14 Budget	\$106,400
FY 2012-13 Actual Expenditures	\$93,398

This account provides for the following:

Critical Incident Debriefing and other administrative professional services	\$1,500
Console cleaning for 9-1-1 center	\$2,300
K-9 Veterinarian and other professional services	\$9,600
Towing, storage, and locksmith services for seized vehicles	\$1,000
Surveillance services	\$15,000
Legal medical exams	\$6,500
Specialized services (towing and impounding vehicles as evidence)	\$3,000
DNA analysis	\$2,500
Lexis-Nexis	\$4,600
High Tech Task Force	\$50,000
CSI Certification testing	\$500
Photo labs	\$100
Cell phone search warrant fees	\$1,500
Aerial Lift Truck Annual OSHA Inspection	\$1,100
Crime scene clean-up	\$2,000
DOJ fingerprint processing	\$3,400
CPR class material and survey service	\$1,500
Outside Personnel Investigations	\$10,000
Sec. 22852 CVC Refunds & impounds	\$1,000
Towing of abandoned vehicles from private property	\$1,000
Drug screening for accident investigations	\$600
Blood extractions for DUIs	\$4,800
Compelled blood draws by American Medical Response	\$1,000

Justification for increase over FY 2013-14 Budget and Estimated Actual:

FY 2014-15 Budget includes increases in Outside Personnel Investigations, Crime Scene Clean-Up, and cleaning of the 9-1-1 consoles, which were not previously budgeted, and anticipated cost increases in DNA analysis.

**FY 2014-15
REQUEST**

Account 44012: Outside Legal Services

\$15,000

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$0
FY 2012-13 Actual Expenditures	\$0

This account provides for the following:

Outside legal services	\$10,000
Lexipol policy review (POA)	\$5,000

Justification for increase over FY 2013-14 Budget and Estimated Actual:

FY 2014-15 Budget includes anticipated outside legal services, which were previously budgeted in the City Attorney's Office.

Account 44310: Maintenance of Equipment

\$451,300

FY 2013-14 Estimated Actual	\$429,300
FY 2013-14 Budget	\$380,800
FY 2012-13 Actual Expenditures	\$356,040

Dispatch equipment maintenance	\$500
Special operations equipment repair	\$500
Aerial lift truck repair & maintenance	\$1,000
Paper shredder repair	\$900
Fire extinguisher (in cars) servicing	\$1,500
Gas pump service, repair, and inspection	\$5,000
Auto body repair	\$17,000
Vehicle washing and detailing	\$15,000
Motorcycle maintenance	\$26,600
Towing of fleet vehicles	\$3,000
Communications maintenance	\$15,000
Radar repair and certification	\$3,000
Public Works Department maintenance of vehicles	\$216,800
Installation of equipment in new vehicles	\$6,000
Elevator maintenance	\$3,000
Security camera monitoring system maintenance	\$9,000
Emergency generator maintenance	\$6,000
ASCO switch maintenance	\$1,800
Gate maintenance	\$5,000
Fire sprinkler maintenance	\$2,000
Fire alarm maintenance	\$6,000
Security system repairs and hardware	\$7,000
Air Pollution Control District annual permit	\$600
State Board of Equalization permit	\$300
Underground storage tank permit	\$600
Emergency generator permit	\$600

**FY 2014-15
REQUEST**

Underground storage tank testing	\$1,300
Gasoline dispenser testing	\$1,300
Environmental Health permit (hazardous materials)	\$2,400
Freezer maintenance	\$1,000
Air Filtration System maintenance (Property Room)	\$1,200
HVAC system preventive maintenance	\$64,100
Fire/Heat Station Alarm	\$11,000
Unitrol repairs	\$3,000
Window tinting	\$1,000
Simi RV Command Post	\$2,000
Environmental Health SB989 testing	\$3,500
Air Pollution Control District (APCD) recovery testing	\$2,000
Maintenance of pistols, shotguns, and equipment	\$3,800

Justification for proposed increase over FY 2013-14 Budget and Estimated Actual:

FY 2014-15 Budget includes Environmental Health and APCD recovery testing, which only occurs every 3 years, increases in services provided by the Public Works Department, and anticipated increases in HVAC maintenance and repairs to the RV Command Post and the aerial lift truck.

Account 44490: Other Contract Services

\$62,300

FY 2013-14 Estimated Actual	\$34,600
FY 2013-14 Budget	\$34,600
FY 2012-13 Actual Expenditures	\$0

Lexipol on-line service	\$15,000
Web-based automated Dispatch scheduling	\$3,600
Legal sourcebook site license	\$2,800
Perceptive software	\$2,100
i2 Investigative software	\$2,500
On-line drug identification system and other forensic software	\$1,700
Annual prorated share of County of Ventura Crisis Intervention Team Training	\$34,600

Justification for proposed increase over FY 2013-14 Budget and Estimated Actual:

FY 2013-14 Budget includes Lexipol and a web-based automated scheduling service, which were not previously budgeted, and transfers from non-capital computer for crime analysis software.

SUBTOTAL - SERVICES:

\$653,100

TOTAL CURRENT EXPENSES:

\$2,120,400

**POLICE DEPARTMENT
FY 2014-15 POLICY ITEM PROPOSAL**

TITLE: Funding to Increase Sworn Police Staffing with Two Police Officers and One Police Sergeant to Backfill Vacancies Created by Participation on Task Forces
 REQUEST: \$596,200
 ACCOUNT: 100-5120-41XXX, 42410, 42560, 42730
 PRIORITY: 2

COST BREAKDOWN	
<u>Personnel</u>	\$560,800
Two Sworn Police Officer and One Sergeant Positions	
<u>Current Expenses</u>	
Uniforms, Equipment and Training	\$35,400
TOTAL:	\$596,200

In July 2011, the Department assigned one Narcotics Detective to a DEA Federal Task Force. The advantages of this include access to the resources of the DEA as well as active participation in the Federal Asset Seizure program. In March 2013, the Department accepted the opportunity from the DEA to assign a second Narcotics Detective to a different Federal Task Force.

In addition, one Narcotics Detective has been assigned to the County's newly formed Pharmaceutical task Force in May 2013 and another to the County's East County Street Team Task Force, each to work collaborate with County and State enforcement agencies on local, larger scale narcotics enforcement.

In January 2013, one Sergeant was assigned as a member of the FBI's Joint Terrorism Task Force. This position was taken from the Patrol Unit and the staffing shortage was temporarily backfilled using overtime.

To temporarily counter the staffing shortages created by these five task force positions, the Department's Special Enforcement Section (SES) and the Special Problems Section (SPS), each with an assigned sergeant, were combined under the supervision of one sergeant. The second sergeant was reassigned to patrol to replace the vacancy created by participating on the Joint Terrorism Task Force. Two officers of the newly combined SES/SPS unit were reassigned to the Department's Narcotics Unit to replace two of the four Narcotics Detectives now assigned to Task Forces.

The Department is requesting an additional sergeant position to backfill the vacancy created by participating on the Joint Terrorism Task Force and provide for enough supervisor positions to again bifurcate the Special Enforcement and Special Problems Sections.

The Department is also requesting two additional police officer positions to replace two of the four positions lost to Narcotics Task Force participation.

**POLICE DEPARTMENT
FY 2014-15 POLICY ITEM PROPOSAL**

TITLE: Funding To Unfreeze One Police Service Assistant Position
REQUEST: \$83,600
ACCOUNT: 100-5480-41XXX, 42410, 42730
PRIORITY: 3

COST BREAKDOWN	
<u>Personnel</u>	\$82,900
One Police Service Assistant	
<u>Current Expenses</u>	
Uniforms and Training	\$700
TOTAL:	\$83,600

The Traffic Unit is authorized seven Police Service Assistant (PSA) positions. Two of the positions are currently frozen. Our present staffing is four PSA positions and we are currently in process of hiring of two part time positions. The filling of the part time positions will create equivalent staffing of 5 full time positions. We are requesting to fill one additional full time position to six authorized positions for FY2014-2015.

The PSA position plays a major role in the Police Department through the assistance it provides to the public and the support of our sworn staff. PSA's are commonly called upon to handle tasks which free our officers to return to their regular duties. The support provided for field operations as well as the service to the public at our front desk continue to be a cost savings to the city by creating greater efficiency in regards to our sworn compliment of employees. In addition to the above, the PSA position is responsible for the parking enforcement in our City. Our citizens have come to expect a certain level of service related to parking issues and the importance of this to the public has become apparent during this recent period of low staffing levels.

In addition to the efficiency and cost saving created by having civilians perform tasks which would otherwise need to be performed by sworn personnel, the PSA parking enforcement program is capable of producing revenue to help sustain the program. With an additional PSA and a proactive posture in seeking out parking violations which are of concern to our citizens, the program is capable of producing significant revenue. In 2008, the revenue generated from parking citations was \$295,000. With the reduced number of positions revenues fell to approximately \$49,000 in 2013. We believe this position will produce adequate revenue to be self-supporting.

**POLICE DEPARTMENT
FY 2014-15 POLICY ITEM PROPOSAL**

TITLE: Funding for Part Time Senior Police Records Technician Position
REQUEST: \$40,000
ACCOUNT: 100-5350-41XXX
PRIORITY: 4

COST BREAKDOWN	
<u>Personnel</u>	\$40,000
Part Time Senior Police Records Technician	
TOTAL:	\$40,000

The Records Management Unit of the Police Department has evolved into a highly complex, specialized area of the Police Department. While the Police Records Technicians were once a clerical support unit, they are now tasked with processing documentation through a highly complex, sophisticated Records Management System. With the goal of going paperless whenever possible, police records are now transcribed, reviewed, routed, filed, and produced electronically thereby demanding a much greater level of multiple computer systems understanding and expertise from staff.

The Records Management Unit level of responsibility and the demands placed on them by the changes in the way we do business at the Police Department have increased significantly. These changes warrant a high degree of rechecking and auditing. That function is performed by a Senior Police Records Technician.

The Records Management Unit is current authorized one Police Records Manager, two Senior Police Records Technicians and eight Police Records Technicians I and II. The Records Management Unit works weekends and shift work to accommodate the needs of the Agency. With only two Senior Police Records Technicians, there are a significant numbers of hours that Police Record Technicians must work without a Senior.

We are seeking to increase the lead staff in the Records Management Unit with a permanent, part time Senior Records Technician. This position will be prorated working 20 hours per week. This position will assist with the training of new employee, shift coverage, and auditing workload. If approved, one existing Senior Records Technician is seeking to work a part time position. This employee will be accommodated thereby creating a full time Senior Records Technician vacancy. It would then be our intention to recruit and fill the full time Senior Records Technician position from the existing Records Technician staff.

**POLICE DEPARTMENT
FY14-15 POLICY ITEM PROPOSAL**

TITLE: Funding For Compressed Property Storage Solution - \$88,075
REQUEST: \$88,075
ACCOUNT: 100-5460-47020
PRIORITY: 5

COST BREAKDOWN	
<u>Current Expenses - Capital Purchases</u>	\$88,075
Compressed Property Storage Solution	
TOTAL:	\$88,075

The Simi Valley Police Department property room is currently operating at approximately 90% capacity. Although the current property room staff are excellent at managing the space, as time moves forward, additional space will be needed. This is an inevitable fact, since it can be reasonably forecasted, if space efficiency isn't maximized, alternative methods of storage will need to be established, possibly at recurring cost.

The property room is utilizing storage banks that are designed for compressed storage; however, the tracking system for the banks was not installed when the building was opened in 1998. In 2005, McMurray & Stern came to the Police Department at the request of Department personnel and generated a proposal to complete the project, using the existing McMurray & Stern shelving. At that time, in 2005, the completion cost of laying the necessary tracks and a few extra banks was \$40,500 (option one). This solution covered only half of the available space in the room, however, would have been a tremendous improvement. McMurray & Stern also provided a second option (option two) to completely cover the entire space with movable shelves (a complete solution) at a cost of \$97,000. Both proposals were ultimately denied and the property room personnel carried on with the shelving already in place.

In February 2014, a McMurray & Stern representative submitted another proposal which was almost identical to option one in 2005. Over the course of 9 years, the price to complete the original design since 2005 has increased to \$88,075.

The property room personnel are requesting approval to complete the property room design as originally proposed 2005. The current proposal from McMurray & Stern will lay the foundation for future property personnel to merely purchase and add storage banks as needed. The total cost is complete, including all fees, and taxes.

**POLICE DEPARTMENT
FY 2014-15 CAPITAL ASSET PROPOSAL**

TITLE: Funding for Replacement of Station Access Control System
REQUEST: \$80,000
ACCOUNT(S): 100-5005-47020
PRIORITY: 1

COST BREAKDOWN	
Access Control System, Installation, Testing	\$80,000
TOTAL:	\$80,000

Our police station is now 15 years old. We are discovering that as with any building with continuous use, we are starting to see major systems suffer malfunctions and failures. One of these systems is the station access system. This system is outdated, antiquated, and parts for repairs are difficult if not impossible to secure.

We have determined that the our station security, access control, system is in need of replacment. This essential systemshas realized significant wear and tear as well as failures that threaten the security of the police station, security of personnel, and our mission critical computer systems. In addition, the ever-increasing threats and concerns for personnel safety require us to step up our station capabilities with regard to access, entry, surveillance, and security.

**POLICE DEPARTMENT
FY 2014-15 CAPITAL ASSET PROPOSAL**

TITLE: Funding for Replacement of Heating and Air Conditioner System
REQUEST: \$615,000
ACCOUNT(S): 100-5005-47020
PRIORITY: 2

COST BREAKDOWN

2 Large Tonnage HVAC Units and 1 -8.5 Tonnage Unit	\$400,000
65 Variable Air Volume (VAV) Boxes	<u>\$215,000</u>
TOTAL:	\$615,000

Our police station was dedicated and we moved in November 1998 making our police facility is now 15 years old. When you consider that we occupy our station 24 hours a day/365 days a year, the wear and tear can reflect closer to 45 years. As with any building with continuous use, we are starting to see major systems suffer malfunctions and failures. These systems are rapidly approaching their end of useful life.

We need to make investments to bolster our facility's infrastructure to avoid catastrophic events when these critical systems fail. We are forced to make certain substantial and costly upgrades to avoid the unacceptable circumstances of their total failure.

We have determined that the environmental system that controls our climate heating and air conditioning system is in need of replacement. This essential system has realized continual, major failures. Replacing it with a new system would result in significant energy savings as well as a 50% reduction in our annual maintenance service contract. It has been determined that between the energy and operational savings the payback would be between 8 and 10 years.

**POLICE DEPARTMENT
FY 2014-15 CAPITAL ASSET PROPOSAL**

TITLE: Funding for (2) I.P. Cameras
REQUEST: \$10,000
ACCOUNT(S): 100-5240-47020 Furniture & Equipment (capitalized)
PRIORITY: 3

COST BREAKDOWN	
<u>Equipment:</u>	
(2) I.P. Cameras	\$5,000 ea.
TOTAL:	\$10,000

The Detective Unit of the Police Department is responsible for maintaining the budget for the Department's Technical Services Team (TST). TST is an ancillary assignment comprised of both sworn and civilian personnel from various areas of the Department who have received specialized training in the installation, operation, and maintenance of technical equipment including, but not limited to all types of computer components, software, surveillance cameras, cell phones, audio monitoring systems, and various alarm systems. Although TST serves Department-wide technical needs, a majority of requests come from Detective and Narcotic investigations.

Currently, TST has access to a total of six (6) I.P. (Internet Provider) cameras, which are all deployed in various investigations. These cameras are configured in such a way that investigators can receive live broadcasts via a computer, tablet, or smart phone. Since the footage can be recorded, it is available for viewing at a later time. Data recorded by these cameras provide irrefutable evidence in a variety of criminal cases and their deployment in various locations eliminates the need for assigning sworn personnel to physically monitor criminal activity. As a result, criminals are less likely to detect the officer's presence, overtime costs are significantly reduced, and resources are utilized more efficiently. Additional cameras can be used to monitor multiple locations at one time and to provide multiple points of interest at one location, i.e., entrances, exits, doorways, driveways, etc.

Therefore, in order to meet additional surveillance needs and more efficiently utilize Department resources, the Department is requesting two new I.P. cameras.

**POLICE DEPARTMENT
FY 2014-15 CAPITAL ASSET PROPOSAL**

TITLE: Funding for 5 Motorola APX 7000 Portable Radios
REQUEST: \$28,500
ACCOUNT(S): 100-5395-47020 Furniture & Equipment (capitalized)
PRIORITY: 4

COST BREAKDOWN	
<u>Equipment:</u>	
5 Motorola APX 7000 Portable Radios	\$5,700 ea.
TOTAL:	\$ 28,500

The Police Department's present portable field radio, the Motorola XTS 5000, is no longer in production. There are two models in production by Motorola that meet the Department's standards for a portable field radio: the APX 6000 and APX 7000.

The APX 6000 is similar to our current radio, in that it is a single band (UHF) radio capable of the APCO P25 digital standard and encryption. However, the APX 7000 is a dual band (UHF/VHF) radio that would allow greater interoperability with neighboring county agencies currently using VHF band radios. The Simi Valley Police Department is the only agency in the County utilizing UHF frequencies. This dual band radio would allow Department radios to be programed with all the current UHF channels, in addition to all the County VHF channels, including the Ventura County Sheriff's Office (VSO) and the Ventura County Fire Department, as well as a myriad of other California Office of Emergency Services interoperability channels, that may be used for mutual aid and/or disasters.

The requested radios would be utilized by the Patrol Officers, K9 Officers, Narcotics Officers, and Special Operations Unit Officers (SOU). Our K9 Officers train throughout the County and are routinely called for mutual aid by VSO. Additionally, our Narcotics and SOU Officers frequently work with other agencies in the County (all of which use VHF) and would find an "all-in-one" radio to be very useful. Simi Valley Officers currently carry two portable radios or borrow radios from the other agency.

Accordingly , the Department is requesting 5 Motorola APX 7000 Portable Radios.

**POLICE DEPARTMENT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for Simi Valley Days Event Overtime
TOTAL: \$12,000
ACCOUNT: 100-5XXX-41040
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Overtime	\$12,000
TOTAL:	\$12,000

For many years the Police Department has contributed overtime staffing for the Simi Valley Days special event. This event uses a number of Police Officers to close streets for the parade and 5k/10k run, as well as to provide security at the carnival and music events. If the Department discontinued this service, the organizer would need to reimburse the City for staffing costs and/or hire additional private security.

**POLICE DEPARTMENT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for Fourth of July Special Event Overtime
TOTAL: \$15,600
ACCOUNT: 100-5XXX-41040
PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Overtime	\$15,600
TOTAL:	\$15,600

For many years the Police Department has assigned staff for the Fourth of July special event. This event requires overtime, as patrol and other police functions must be managed at the same time. If the Department eliminated overtime funding for this event, the organizer would need to reimburse the City for staffing costs and/or hire private security.

**POLICE DEPARTMENT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for Ronald Reagan Presidential Library Special Event Overtime
TOTAL: \$18,000
ACCOUNT: 100-5XXX-41040
PRIORITY: 3

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Overtime	\$18,000
TOTAL:	\$18,000

The Police Department assigns staff for special events at the Ronald Reagan Presidential Library, including the Fourth of July, President Reagan's birthday celebration, Presidents' Day and other unique occasions. This support requires overtime, as patrol and other police functions must be managed at the same time. If the Department eliminated overtime funding for these events, the Library would need to reimburse the City for staffing costs and/or hire private security.

**POLICE DEPARTMENT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for One Community Services Specialist Position (Vacant)
TOTAL: \$117,500
ACCOUNT: 100-5480-41XXX
PRIORITY: 5

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$117,500
TOTAL:	\$117,500

The Community Services Specialist in the Traffic unit oversees all Police Services Assistants (PSAs), conducts mandated hearings on contested parking citations, evaluates and issues permits for temporary recreational vehicle parking, delegates various parking complaints to PSAs, and oversees placement requests for traffic radar trailers.

Elimination of this position will adversely impact oversight of the PSAs. Responsibility of PSA oversight will be delegated to sworn Traffic personnel, thereby hindering their ability to perform core functions such as traffic control, accident investigations, and citations. Continuity of the parking complaint process will be adversely impacted as follow-up of complaints will likely fall to different PSAs, each unaware of previous attempts to rectify the problem. In addition, parking ticket hearings will be assigned to a sworn Traffic Supervisor, further impacting Traffic's ability to accomplish core functions. Since this area addresses quality-of-life issues, reductions in staff will adversely impact the public.

**POLICE DEPARTMENT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for One Police Services Assistant (Vacant)
TOTAL: \$67,400
ACCOUNT: 100-5480-41XXX
PRIORITY: 6

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$67,400
TOTAL:	\$67,400

The Police Services Assistant is a civilian employee assigned to the Department's Traffic Unit. Responsibilities of the position include providing customer service to the Department's front desk, enforcing parking violations, towing abandoned vehicles, responding to traffic accidents, and providing traffic control duties at special events. In FY 2007-08 and 2008-09 PSAs generated over \$160,000 per year in parking citations.

Elimination of funding for this position will result in delays in addressing citizens' complaints concerning parking or abandoned vehicles. Responding to in-progress parking complaints will be assigned to sworn Police Officers, which will diminish their ability to react to other non-life threatening calls for service. Similarly, sworn personnel will be assigned traffic control duties at accident scenes and special events, further diminishing Officers' ability to deliver core services to the public.

**POLICE DEPARTMENT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Full-Time One Police Records Technician II to Half-Time (Vacant)
TOTAL: \$38,500
ACCOUNT: 100-5350-41XXX
PRIORITY: 7

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$38,500
TOTAL:	\$38,500

Currently, there are eight Police Records Technicians I/II, two Senior Police Records Technicians, and one Records Manager in the Department's Records Unit. There are two Police Records Technician I/II positions vacant.

The Police Records Technicians I/II positions electronically transcribe and audit over 40,000 police reports annually that document arrests, crime incidences, street contacts, stolen/lost property, offense codes, and names and locations of parties involved. Accuracy of these reports and data entered into the Records Management System (RMS) is vital to ensuring that correct investigative data is extracted in order to properly identify suspects, which ultimately leads to arrests and case clearances. Maintaining the integrity of the RMS also reduces the buildup of duplicate names and corrupt locations.

Reduction of funding to one-half position will result in delays in the transcription of police reports and restrict the availability of instantaneous police data. In addition, the hours of internal and external customer services operation will be curtailed and Senior Police Records Technicians will need to assume more of the day-to-day duties to keep up with workload demand. It is likely that backlogs will increase over time. Also, insufficient staffing in the Records Division will result in Dispatchers assuming more of the CLETS/NCIC responsibilities, which will impact their delivery of core services. Since this area provides customer service to the public and is key to delivering field officers crime data, staffing reductions will adversely impact the public.

**POLICE DEPARTMENT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Reduce Funding for One Full-time Secretary Position to Half-time (Filled)
TOTAL: \$35,900
ACCOUNT: 100-5XXX-41XXX
PRIORITY: 8

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$35,900
TOTAL:	\$35,900

The Police Department has three authorized Secretary positions. Staff in this classification provide important administrative support to the Department's Divisions and Units by addressing time-critical reporting and workload demands in a timely and effective manner. In addition, the Secretaries have primary responsibility for administratively supporting the mission of law enforcement.

Fully staffing the Department's Secretary positions ensures compliance with research and reporting deadlines, provides cross-training support throughout the Department, ensures adherence to the City's Records Management Schedule, maximizes operational efficiencies, and streamlines administrative processes.

Reduction of funding to one-half position will adversely impact other staff in this classification as the workload will be reassigned. Additionally, sworn personnel may be tasked with completing clerical duties presently performed by Secretaries.

**POLICE DEPARTMENT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Reduce Funding for One Full-time Maintenance Technician I Position to Half-time (Filled)
TOTAL: \$32,500
ACCOUNT: 100-5395-41XXX
PRIORITY: 9

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$32,500
TOTAL:	\$32,500

The Police Department has one Maintenance Technician who is responsible for tasks including, but not limited to: performing routine daily maintenance functions; assisting supervisory staff with minor building and vehicle repairs and equipment installations; performing electrical, plumbing, carpentry, locksmith and painting tasks; inspecting and cleaning the Police Department's roof and gutters; performing routine HVAC system preventative maintenance; overseeing vehicle smog inspections and speedometer calibrations; delivering and picking up equipment being repaired by local vendors; and, performing bio-hazard clean-up from Department vehicles and cells.

Filling the Maintenance Technician position ensures the Department's ability to maintain building and vehicle safety and health standards, and provides cross-trained back-up support for other staff in the Department's Maintenance Unit.

Reduction of funding to one-half position will require reassigning tasks to other staff in the Maintenance Unit, resulting in some tasks being deferred or contracted to outside maintenance companies.

**POLICE DEPARTMENT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for One Court Liaison Position (Filled)
TOTAL: \$111,500
ACCOUNT: 100-5240-41XXX
PRIORITY: 10

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$111,500
TOTAL:	\$111,500

The Court Liaison Officer is currently filled by one civilian. The position functions as the Department's contact for the collection of official police reports and accompanying documents for the Ventura County District Attorney's Office in preparation of criminal prosecution. This position provides a high level of responsible assistance to the reviewing Deputy District Attorney by ensuring that legal issues are properly addressed, police reports are accurate and complete, and evidence is transported, as needed. In addition, this position performs a variety of administrative duties in support of the Detectives Unit.

Elimination of this position will impact the Detectives' Unit as tasks will be reassigned to a sworn police detective, thereby hindering the Unit's ability to investigate primary assignments, resulting in case backlogs.

**POLICE DEPARTMENT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for One Community Services Specialist (Filled)/Crime Prevention
TOTAL: \$124,700
ACCOUNT: 100-5460-41XXX
PRIORITY: 11

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$124,700
TOTAL:	<u>\$124,700</u>

The Police Department's Crime Prevention Program is staffed by one Community Services Specialist (CSS) position, which is currently filled.

The CSS position in Crime Prevention is currently responsible for the following programs: Every 15-Minutes; Neighborhood Watch; Business Watch; Home Security Surveys; National Night Out; Community Crime Prevention Education; public appearances with McGruff; and, personal safety programs for local schools and senior citizens. This position also oversees the Police Department's Crime Free Multi-Housing Program and "Next Door," a virtual neighborhood watch program that has been nationally proven to dramatically reduce calls for service and overall crime. This position also assists the Community Services Specialist responsible for the Volunteer Program and serves as an Explorer Advisor.

Elimination of funding for this positions will eliminate the Department's Crime Prevention Program and related educational activities.

**POLICE DEPARTMENT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for One Community Services Specialist (Filled)/Volunteer Program/Citizen's Academy
TOTAL: \$121,100
ACCOUNT: 100-5460-41XXX
PRIORITY: 12

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$121,100
TOTAL:	\$121,100

The Police Department's Volunteer Program/Citizen's Academy is staffed by one Community Services Specialist (CSS) position, which is currently filled.

The CSS position oversees the Volunteer Program by hiring and placing volunteers in various Units throughout the Department. Volunteers undertake various assignments ranging from data entry to Citizens on Patrol and contributed over 4,170 hours in 2013, representing a significant savings to the City. In addition, this position is an Explorer Advisor and provides oversight to the Citizens Academy, a popular educational program in the community that exposes citizens to all facets of police work. The Community Services Specialist position also assists with the Crime Prevention program.

Elimination of funding for this position will effectively eliminate the Volunteer Program and Citizen's Academy.

**POLICE DEPARTMENT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for Crime Analysis & Reporting Unit (Filled)
TOTAL: \$381,000
ACCOUNT: 100-5370-41XXX
PRIORITY: 13

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$381,000
TOTAL:	\$381,000

The Crime Analysis & Reporting Unit is staffed with one Crime Analysis/Reporting Manager, one Crime Analyst, and one Senior Police Records Technician, which are all currently filled.

Staff in the Crime Analysis & Reporting Unit (Unit) collect, compile, collate, analyze, and summarize data from a variety of public safety systems and intelligence databases. This Unit provides accurate and timely data to the Department and surrounding law enforcement jurisdictions with respect to crime trends, crime activity patterns, bulletins, criminal identification, and crime statistics. In addition, the Unit monitors the City's active parole population by using RMS and other applications to obtain useful offender information such as their modus operandi, known associates, addresses, vehicles, and criminal history. Tactical analysis is provided to Patrol and investigative staff in the identification of specific and immediate crime issues, which assists in the arrest of criminal offenders.

Elimination of funding for the Crime Analysis & Reporting Unit will result in: delays in providing timely crime summaries crucial to investigations; reductions in the availability and timeliness of providing crime statistics to the public; reductions in providing crime data to other law enforcement agencies and sharing like-crime information; and, reductions in the availability and timeliness of producing fliers to the public that address hot crimes, violent offenders, and crime patterns and/or trends.

**POLICE DEPARTMENT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Reduce Funding for Full-Time Accounting Technician Position to Half-Time (Filled)
TOTAL: \$44,200
ACCOUNT: 100-5390-41XXX
PRIORITY: 14

SAVINGS BREAKDOWN

Personnel

Salaries & Benefits

\$44,200

TOTAL:

\$44,200

The Department's Fiscal Services Unit (Unit) is currently staffed with two Accounting Technicians, one Management Analyst, and one Senior Management Analyst, which are all currently filled.

The Unit is responsible for processing the Department's 500+ purchase orders; payment of invoices; billings for services/fees; timesheet data entry; and, permits for various businesses and solicitors. In addition, the Unit provides oversight to the Department's grants and initiates reimbursement requests, as needed, consolidates the Department's annual budget, provides Commanders and Unit managers with monthly actual to budget variance reports, and monitors expenditures to ensure the availability of funding and proper recording of transactions.

The Accounting Technician in this Unit is responsible for entering payroll data, conducting payroll audits, purchasing office supplies Department-wide, processing payments, and assisting with the billing function. Due to the high volume of purchasing activity, coupled with the limited timeline for entering timesheet data and interpreting complex bargaining unit contracts, any reductions in this Unit will adversely impact the Department's operations.

Reduction of funding to one-half position will require a redistribution of the workload to other staff members within the Unit. Since FY 2009-10, two positions have been eliminated from this Unit, making it challenging to meet current Departmental demands. Any additional reductions in staffing will result in significant delays in processing purchase orders, initiating payments to vendors, billing for police services/fees, entering timesheet data, issuing permits, and providing Commanders and Unit managers with monthly financial performance reports. These delays will adversely impact Departmental operations.

**POLICE DEPARTMENT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for Community Services Program
TOTAL: \$670,700
ACCOUNT: 100-5460-41XXX
PRIORITY: 15

SAVINGS BREAKDOWN

Personnel

Salaries & Benefits

\$670,700

TOTAL:

\$670,700

The Community Services Program (Program) in the Department's Auxiliary Services Unit is currently staffed with two School Resource Officers (SRO), one Youth Officer, and two Community Services Specialists. The two Community Services Specialists were listed as Reverse Priority Items #11 and #12. All positions in this Program are currently filled.

The Program is responsible for maintaining a direct relationship between students and staff at the City's middle school and high school campuses; providing counseling and intervention to parents and at-risk youth; and, managing the Department's Juvenile Diversion Program, which allows first-time juvenile offenders to participate in a diversion program rather than serving time in the Juvenile Justice System. In addition, the staff coordinates the following public programs: Parent Project, Every 15-Minutes, Neighborhood Watch, Business Watch, Home Security Surveys, National Night Out, and Community Crime Prevention Education. Program staff also oversee Crime Free Multi-Housing Program and "Next Door," a virtual neighborhood watch program that has been nationally proven to dramatically reduce calls for service and overall crime.

The Community Services Program has reduced the number of weapons on local school campuses, solved juvenile crimes, developed and distributed gang and graffiti information, provided students with a trusted person in whom they can confide, and addressed at-risk juveniles early in order to deter aberrant behavior.

Elimination of funding for the Community Services Program is anticipated to result in increased juvenile criminal activity, on and off campus. This will impact Patrol Officers who will be assigned to address local school issues, thus taking them away from other patrol activities. Furthermore, various programs will be discontinued including the Volunteer Program, Juvenile Diversion, and all Crime Prevention and educational activities such as Every 15 Minutes, Parent Project, and Citizens' Academy.

**POLICE DEPARTMENT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for Crime Scene Investigation Program
TOTAL: \$177,700
ACCOUNT: 100-5240-41XXX
PRIORITY: 16

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$177,700
TOTAL:	\$177,700

The Crime Scene Investigation (CSI) Program of the Detectives' Unit consists of one Crime Scene Investigator I and one Crime Scene Investigator II, which are currently filled.

CSI provides services that are pivotal to documenting and collecting physical evidence used to convict suspects. This specialty requires a significant amount of technical training as well as field experience. In FY 2004-05, a second CSI position was added due to the number of cases that were being processed each year. This ensured that there was dedicated resources to: process crime scenes; testify in court; manage large complex crime investigations; and, provide adequate coverage during planned vacancies. CSIs also assist the Detectives' Unit in processing subpoenas and registering sex offenders.

Elimination of funding for the CSI Program will require outsourcing these functions to the Ventura County Sheriff's Department for an unknown amount and with little control over the timeliness and accuracy of information processed. The inability to control the collection and processing of evidence could impact the Department's ability to solve cases and thereby adversely impact the public.

**POLICE DEPARTMENT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for One Sergeant (Filled)
TOTAL: \$203,000
ACCOUNT: 100-5460-41XXX
PRIORITY: 17

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries & Benefits	\$203,000
TOTAL:	<u>\$203,000</u>

The Sergeant in Auxiliary Services is responsible for overseeing the jail management, property and evidence room, training, internal affairs, range, and press liaison function. All of these duties are critical to the proper functioning and operations of the Department. These areas also carry a significant level of responsibility and, if mishandled, expose the Department to a high degree of liability.

Elimination of funding for this position will result in the reassignment of these job duties to another sergeant(s) in the Department. Since this position oversees critical functions that cannot be eliminated, the redistribution of tasks will impact continuity and may expose the Department to liability if evidence is lost or mishandled.

**POLICE DEPARTMENT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for Traffic Motor Program
TOTAL: \$983,000
ACCOUNT: 100-5480-41XXX
PRIORITY: 18

SAVINGS BREAKDOWN		
<u>Personnel</u>		
	Salaries & Benefits	\$983,000
TOTAL:		<hr/> \$983,000

The Department currently has five Motor Officers and one Sergeant assigned to the Traffic Motor Unit. Motor Officers are primarily responsible for the enforcement of traffic laws. They also assist with the investigation of traffic collisions and public education on traffic safety. In addition, the Officers investigate traffic-related complaints and provide speed enforcement in residential areas, at school crossing guard sites, and school zones.

Elimination of the Motor Officer program in the Traffic Division will cause a proportionate decrease in proactive enforcement of traffic laws and a possible increase in emergency response times. In addition, traffic fine revenues will be reduced and Patrol Officers will be required to conduct traffic investigations. Patrol Officers do not possess the same level of expertise in investigating traffic accidents and reconstructions as they do not receive the same training as Motor Officers.

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EMERGENCY SERVICES

**EMERGENCY SERVICES
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42150: Communications \$15,000

FY 2013-14 Estimated Actual	\$15,000
FY 2013-14 Budget	\$15,000
FY 2012-13 Actual Expenditures	\$3,780

This account provides for the City's Emergency Notification System (VC-Alert) annual contract with the Ventura County Sheriff's Department

Account 42230: Office Supplies \$400

FY 2013-14 Estimated Actual	\$400
FY 2013-14 Budget	\$400
FY 2012-13 Actual Expenditures	\$385

This account provides for the office supplies for the Emergency Services Program staff.

Account 42410: Uniform/Clothing Supplies \$3,000

FY 2013-14 Estimated Actual	\$3,000
FY 2013-14 Budget	\$3,000
FY 2012-13 Actual Expenditures	\$0

This item funds the Disaster Service Worker team's uniform quartermaster system.

Account 42440: Memberships and Dues \$600

FY 2013-14 Estimated Actual	\$200
FY 2013-14 Budget	\$200
FY 2012-13 Actual Expenditures	\$185

This account provides for Emergency Services Staff memberships in the Southern California Emergency Services Association and the International Association of Emergency Managers.

Justification for increase over FY 2013-14 Budget and Estimated Actual:

Two memberships in the International Association of Emergency Managers (IAEM) have been added this year.

Account 42560: Operating Supplies

\$13,300

FY 2013-14 Estimated Actual	\$16,800
FY 2013-14 Budget	\$16,800
FY 2012-13 Actual Expenditures	\$13,008

This account provides for the following:

<u>Emergency Operations Center Technology Maintenance</u>	\$3,000
<p>This provides for the maintenance of EOC computer equipment. The EOC maintains 45 laptop computers, one desktop computer, two wireless network access points and two printers for EOC activations, critical incident support and training. This account will fund memory upgrades, charger adapters, replacement batteries, repairs, and a replacement digital projector.</p>	
<u>Disaster Supplies Program</u>	\$1,500
<p>This program incrementally increases the City's stock of pop up canopies, shelter blankets and cots, shelf-stable food supplies, batteries and water</p>	
<u>Community Emergency Response Training (CERT) Program</u>	\$1,000
<p>This item funds student manuals, helmets, vests, and gloves issued to community members who complete the class.</p>	
<u>Disaster Services Worker (DSW) Program</u>	\$2,500
<p>This item funds equipment, supplies, tools, and personal protective</p>	
<u>Mass Casualty Unit (MCU)</u>	\$300
<p>This item funds the replacement of perishable first aid supplies kept in the MCU and light repairs to the trailer unit.</p>	
<u>Emergency Operations Center/Community Room</u>	\$3,000
<p>Supplies and equipment to keep the EOC operational including: audio-visual equipment repair/replacement, scheduled equipment repair or replacement, facility maintenance, office supplies used in the EOC, two-way radio maintenance. This will also fund the running of subfloor cabling to the recently acquired multi-media lectern and the purchase and installation of casters on EOC tables.</p>	
<u>Emergency Expo</u>	\$2,000
<p>This item will provide for chair and table rentals and the purchase of public education materials for the Annual Emergency Preparedness Expo.</p>	

**FY 2014-15
REQUEST**

Account 42720: Travel, Conferences, Meetings

\$2,600

FY 2013-14 Estimated Actual	\$2,600
FY 2013-14 Budget	\$2,600
FY 2012-13 Actual Expenditures	\$2,058

The following travel and conferences are projected for FY 2014-15:

1 - California Emergency Services Association Training Conference, Napa, CA	\$1,300
1 - IAEM Conference, San Antonio, Texas	\$1,300

Account 42730: Training

\$6,700

FY 2013-14 Estimated Actual	\$4,700
FY 2013-14 Budget	\$4,700
FY 2012-13 Actual Expenditures	\$2,343

DSW Team training supplies and fees	\$1,000
CPR/First Aid Program student fees	\$2,700
CPR/First Aid Program instructor materials	\$1,000
EOC Staff training	\$2,000

Justification for increase over FY 2013-14 Budget and Estimated Actual:

Funding for two emergency management training courses are being added to initiate a citywide emergency management training program for EOC staff.

Account 42790: Mileage

\$500

FY 2013-14 Estimated Actual	\$1,200
FY 2013-14 Budget	\$1,200
FY 2012-13 Actual Expenditures	\$1,171

This account provides for reimbursement for use of personal vehicles for City business.

SUBTOTAL - SUPPLIES AND MATERIALS

\$42,100

CURRENT EXPENSES - SERVICES

Account 44310: Maintenance of Equipment \$5,600

FY 2013-14 Estimated Actual	\$2,800
FY 2013-14 Budget	\$2,800
FY 2012-13 Actual Expenditures	\$2,800

This account reimburses the Department of Public Works for the two vehicles assigned to the Office of Emergency Services.

Justification for increase over FY 2013-14 Budget and Estimated Actual:

A second vehicle was added to the Office of Emergency Services this year.

SUBTOTAL - SERVICES: \$5,600

TOTAL CURRENT EXPENSES: **\$47,700**

**EMERGENCY SERVICES
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Emergency Notification System Program Funding
TOTAL: \$15,000
ACCOUNT: 100-5490-42150
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Communications	\$15,000
TOTAL:	<u>\$15,000</u>

The City has operated an emergency notification system for emergency public information and internal staff communications since 1999. Emergency Services and the Police Department use the web-based system to deliver timely recorded telephone messages to specific locations in the City that are being impacted by an event and to recall emergency staff.

The system was recently used to notify residents of a neighborhood search for robbery suspects and the search for a walk away dementia patient and another search for a missing teenager. The system was also used activate the DSW Team for those searches. Earlier in the year, the system is also used to activate the SWAT Team.

Elimination of funding for this item will reduce the ability of the City to effectively deliver emergency public information and would require the use of other technologies to activate the SWAT and DSW Teams.

**EMERGENCY SERVICES
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate CPR/First Aid Funding
TOTAL: \$3,700
ACCOUNT: 100-5490-42730
PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Training	\$3,700
TOTAL:	\$3,700

Emergency Services has provided American Red Cross CPR/First Aid training to civilian staff since 1988. Both sworn and civilian personnel are trained by a cadre of Police employees who are Red Cross certified instructors. This program funds the training of civilian employees by the Police instructors. Approximately 200 civilian employees are trained each year. Most of these employees are required to have this training under OSHA requirements.

Elimination of funding for this item will end this training program. The City will have to find alternative methods to comply with the CPR/First Aid training requirement for Public Works, Waterworks, Sanitation employees, as well as DSW Team members and Crossing Guards.

**EMERGENCY SERVICES
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Disaster Supplies and Mass Casualty Unit Funding
TOTAL: \$1,800
ACCOUNT: 100-5490-42560
PRIORITY: 3

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Operating Supplies	\$1,800
TOTAL:	<hr/> \$1,800

These line items maintain supplies needed in a disaster such as pop up canopies, shelter blankets, shelter cots, shelf-stable food supplies, batteries, water storage supplies and supplies in the Mass Casualty Unit.

Emergency Services is programmed to purchase replacement Meals Ready to Eat (MRE's) for FY2014-15. These food stocks continually expire and need to be replaced. The City maintains one day of MRE's to feed emergency responders in the initial phase of a disaster before other food sources are established. Elimination of this funding will reduce the number of available responder meals.

**EMERGENCY SERVICES
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate EOC Technology Maintenance Funding
TOTAL: \$3,000
ACCOUNT: 100-5490-42560
PRIORITY: 4

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Operating Supplies	\$3,000
TOTAL:	<hr/> \$3,000

The City's Emergency Operation Center (EOC) is equipped with 45 computers, two printers, four digital projectors and networking technologies. The EOC also uses server-based crisis management software (WebEOC). This item funds the maintenance of this equipment.

Elimination of funding for this item will reduce the ability of EOC staff to effectively operate in the EOC. The development of situation reports, action plans, mutual aid requests, damage assessment, countywide communications, and the development and delivery of emergency public information is all dependent upon the effective operation of these systems.

**EMERGENCY SERVICES
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Disaster Service Worker Team Funding
TOTAL: \$6,500
ACCOUNT: 100-5490-42410, 100-5490-42730, 100-5490-42560
PRIORITY: 5

SAVINGS BREAKDOWN

Current Expenses

Uniform/Clothing Supplies	\$3,000
Training	\$1,000
Operating Supplies	\$2,500
TOTAL:	\$6,500

The Disaster Service Worker Program was developed in 2003 to supplement professional responders such as police officers, firefighters and medical providers during large incidents and disasters. The 32 team members are Simi Valley residents who volunteer their time to participate in the program.

They train regularly to develop and maintain their skills and respond to actual incidents and events. The DSW Team has served in numerous incidents and events, including the 2003, 2007 and 2008 City brush fires, the 2009 Moorpark Fire, and Hurricane Katrina. They served as drivers in President Bush's motor pool and assisted the Ronald Reagan Library in each of its major events since 2003. In FY2012-13, the DSW Team provided more the 3,100 hours of community service.

In a large-scale disaster, such as an earthquake, the members respond according to standing orders and begin providing services to the community. For other emergencies, such as flooding, or a lost child, the members will respond and be functionally organized in the manner best suited for that operation (search teams, sandbagging, etc.) The DSW Team is also a vital resource in disaster preparedness outreach programs, EOC operations and the maintenance of the Simi Valley DSW radio system.

Elimination of funding for this item will result in the termination of this program. The City's overall disaster response and preparedness capabilities will be significantly reduced as the variety of skills and services that the team has developed over the last ten years is lost.

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NON-DEPARTMENTAL

**NON-DEPARTMENTAL
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42100: Utilities \$666,300

FY 2013-14 Estimated Actual	\$666,300
FY 2013-14 Budget	\$666,300
FY 2012-13 Actual Expenditures	\$696,430

This account provides for electricity, natural gas, and water charges.

Account 42130: Postage \$55,000

FY 2013-14 Estimated Actual	\$55,000
FY 2013-14 Budget	\$52,000
FY 2012-13 Actual Expenditures	\$59,380

This account provides for all City postage, with the exception of Business Tax mailings, which are handled through a Bulk Mail Services contract.

Justification for increase over FY 2012-13 Estimated Actual:

Additional postage funding is required due to postal service rate increases.

Account 42150: Communications \$720,800

FY 2013-14 Estimated Actual	\$684,000
FY 2013-14 Budget	\$684,000
FY 2012-13 Actual Expenditures	\$563,770

This account provides funding for:

Monthly telephone service, local and long distance charges, installation charges for new lines, and changes to existing accounts.	\$84,600
Maintenance contract for Nortel Telephone System	\$61,900
Telephone system labor, parts, and emergency satellite system:	\$30,600
Labor	\$20,000
Parts, headsets, cabling, batteries, other misc.	\$4,000
Replacement telephones	\$2,000
Emergency Services satellite telephone charges	\$4,600

**FY 2014-15
REQUEST**

Wireless telephone charges		\$88,900
Replacement of wireless telephones and accessories		\$4,200
Lease costs for the radio system		\$41,600
Police GPRS and frame relay services for mobile data units		\$60,600
Radio system maintenance:		\$327,400
Maintenance contract with Motorola	\$250,000	
Other maintenance contracts: UPS, generators, HVAC	\$46,600	
Permits and licensing	\$2,200	
Fuel, batteries, accessories, and other supplies	\$13,600	
Alarm system for remote sites	\$15,000	
Consulting Services for radio licensing, interference testing and mitigation, and frequency acquisition		\$15,000
Spare radios for Community Services		\$6,000

Justification for increase over FY 2013-14 Budget and Estimated Actual:

The FY 2014-15 requested budget amount includes new costs of \$3,500 to upgrade the telephone system, \$35,400 to provide iPhones and service for 30 Police Officers, \$12,000 to provide replacement batteries for portable two-way radios, \$6,000 to provide spare radios for Community Services, \$3,500 to provide service for Code Enforcement ipads, and \$15,000 to improve system monitoring capability of the remote two-way radio transmission sites.

Account 42230: Office Supplies

\$8,000

FY 2013-14 Estimated Actual	\$8,000
FY 2013-14 Budget	\$8,000
FY 2012-13 Actual Expenditures	\$5,690

This account provides for supplies for Graphics Unit supplies, central office supplies, a holiday tree for the Senior Center, City plaques, ergonomic supplies, security access cards and key fobs, and frames

Graphic supplies	\$2,000
Central office supplies, holiday tree, City plaques, security cards and key fobs, and frames	\$2,500
Ergonomic supplies (e.g., adjustable chair arms and keyboard trays)	\$3,500

Account 42235: Furnishings and Equipment (Non-Capital)

\$48,500

FY 2013-14 Estimated Actual	\$9,000
FY 2013-14 Budget	\$12,800
FY 2012-13 Actual Expenditures	\$4,830

This account provides for departmental office furnishings and equipment financed through the General Fund that do not meet the City's criteria for capital assets. All office furnishings and equipment with unit prices of \$5,000 or less are included in the Non-Departmental budget. All requests are evaluated by the Department of Administrative Services for conformance with Citywide standards. Requests for office furnishings and equipment by the special funds and districts are also reviewed by Administrative Services for conformance with Citywide replacement and acquisition standards. However, funding for these purchases is provided directly in the specific budgets for each of these funds.

Criteria for the replacement of existing furnishings and equipment include age, maintenance history, and physical condition. The following standard estimated useful lives have been established, which may vary depending on usage and the quality of the original item purchased:

Chairs	8 years
Desks, credenzas, tables	15 years
Filing cabinets	15 years
Herman Miller office furnishings	15 years

The following is a summary of the recommended General Fund budget for office furnishings and equipment by requesting department:

Administrative Services Department	\$2,200
Community Services Department	\$11,000
Environmental Services Department	\$4,400
Public Works Department	\$10,450
Police Department	\$16,450
Workstations	\$4,000
Total	<u>\$48,500</u>

Justification for the proposed purchases is as follows:

Administrative Services Department

Four desk chairs for staff \$2,200

The Administrative Services Department is requesting funds to replace four desk chairs in the Information Services unit that are worn out and cannot be repaired. The chairs are over ten years old and are ripped, worn, and broken. The replacement chairs will be the standard ergonomic chair style provided to City staff.

Community Services Department

Twenty desk chairs for staff \$11,000

The Community Services Department is requesting funds to replace 20 desk chairs that are worn out and cannot be repaired. The chairs are over ten years old and are ripped, worn, and broken. The replacement chairs will be the standard ergonomic chair style provided to City staff.

Environmental Services Department

Eight replacement chairs for staff \$4,400

The Environmental Services Department is requesting funds to replace eight desk chairs for the Planning staff. The chairs are over ten years old and are ripped, worn, and broken. The replacement chairs will be the standard ergonomic chair style provided to City staff.

Public Works Department

Nineteen replacement chairs for staff \$10,450

The Public Works Department is requesting funds to replace 19 desk chairs that are worn out and cannot be repaired. The chairs are over ten years old and are ripped, worn, and broken. The replacement chairs will be the standard ergonomic chair style provided to City staff.

Police Department

Eight replacement chairs for staff \$5,450

The Police Department is requesting funds to replace 8 desk chairs that are worn out and cannot be repaired. The chairs are over ten years old and are ripped, worn, and broken. Seven of the replacement chairs will be the standard ergonomic chair style provided to City staff and one chair will be a high-back model for the Watch Commander.

Lobby, waiting area, and guest seating in the Police Administration offices \$8,000

Replacement furnishings for the Police Station lobby, the Administrative Office waiting area, and the guest seating in the Police Administration Offices is requested. All of the furnishings requested for replacement were purchased upon completion of the current Police Station and are showing considerable wear.

Emergency Services volunteer and staff office furnishings \$3,000

Emergency Services is requesting funds to provide additional work area for volunteers. This entails moving staff and current storage equipment to gain space for the volunteers.

**FY 2014-15
REQUEST**

Workstations

Reconfigure two work stations \$4,000

This request is for the reconfiguration of two workstations that do not have computer corner work surfaces. Corner work surfaces provide an ergonomically correct workstation for staff members who work on a computer. Requests are received throughout the year for situations that need to be corrected to prevent injury to a City employee.

Account 42300: Copiers \$122,300

FY 2013-14 Estimated Actual	\$117,000
FY 2013-14 Budget	\$125,500
FY 2012-13 Actual Expenditures	\$116,523

This account provides funding for the lease and maintenance of 15 black-and-white copiers at the locations listed below, Print Shop equipment including black-and-white and color copiers, finishing and job control network equipment for the Print Shop copiers, miscellaneous supplies, and property tax for the Citywide copiers.

City Hall (includes copiers previously at the Development Services Building)	\$33,100
Police Department	\$14,400
Public Services Center	\$4,300
Sanitation/Waterworks	\$4,000
Transit	\$2,000
Senior Center	\$4,500
Cultural Arts Center	\$2,000
Print Shop	\$54,000
Miscellaneous supplies and property tax	\$4,000

Justification for increase over FY 2013-14 Estimated Actual:

The FY 2014-15 requested budget is based upon actual costs which have increased.

Account 42310: Rentals \$1,100

FY 2013-14 Estimated Actual	\$1,100
FY 2013-14 Budget	\$1,100
FY 2012-13 Actual Expenditures	\$1,053

This account provides for the rental costs of the postage meter on the City's postage machine.

**FY 2014-15
REQUEST**

Account 42440: Membership and Dues

\$92,700

FY 2013-14 Estimated Actual	\$91,800
FY 2013-14 Budget	\$95,000
FY 2012-13 Actual Expenditures	\$96,703

This account provides for Citywide memberships as follows:

Local Agency Formation Commission (LAFCO)	\$15,200
League of California Cities (LCC)	\$27,800
League of California Cities - Channel Counties Division	\$100
National League of Cities	\$9,700
Southern California Association of Governments (SCAG)	\$11,600
Ventura Council of Governments (VCOG)	\$8,800
Economic Development Collaborative of Ventura County	\$7,000
Ventura County Economic Development Association	\$1,500
California Association for Local Economic Development	\$700
Climate Registry	\$1,200
Regional Defense Partnership for the 21st Century	\$9,100

Account 42560: Operating Supplies

\$48,000

FY 2013-14 Estimated Actual	\$67,200
FY 2013-14 Budget	\$67,200
FY 2012-13 Actual Expenditures	\$52,518

Operating Supplies have decreased

Account 42730: Training

\$3,000

FY 2013-14 Estimated Actual	\$3,000
FY 2013-14 Budget	\$3,000
FY 2012-13 Actual Expenditures	\$2,980

This account provides for training on use of the video and recording equipment in the Council Chamber and cash register training.

SUBTOTAL - SUPPLIES AND MATERIALS

\$1,765,700

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services

\$116,800

FY 2013-14 Estimated Actual	\$104,200
FY 2013-14 Budget	\$113,300
FY 2012-13 Actual Expenditures	\$57,656

This account provides funding for sales and property tax auditing services, the annual volunteers' dinner, bi-annual employee luncheons, video streaming and archiving services, the Rancho Simi Recreation and Park District annual assessment, Ventura County 2-1-1 line, and other Citywide functions.

Justification for increase over FY 2013-14 Budget and Estimated Actual:

The Summer Employee Luncheon and the Metrolink Holiday Train were not held during FY2013-14 as cost savings measures, but have been included in the budget for FY 2014-15. Funding for the Ventura County Film Commission's film liaison services increased by \$3,000 for FY 2014-15, and property/sales tax auditing services have increased in recent years as property values have increased; the City's auditing service providers retain a portion of the increased revenues their audits

Account 44015: Ventura County Property Tax Collection Fee

\$190,000

FY 2013-14 Estimated Actual	\$190,000
FY 2013-14 Budget	\$330,400
FY 2012-13 Actual Expenditures	\$181,701

This account provides for the annual County of Ventura property tax administration fee, that is a percent of total tax rolls. The County has corrected its property tax administration fee formula.

Account 44310: Maintenance of Equipment

\$793,200

FY 2013-14 Estimated Actual	\$780,000
FY 2013-14 Budget	\$785,500
FY 2012-13 Actual Expenditures	\$4,288

This account includes maintenance agreements and as-needed maintenance for City equipment including:

Mail/postage machine	\$1,600
Print Shop equipment	\$800
Lunchroom and other equipment	\$800
Computer equipment	\$790,000
Financial Systems	\$74,500
Police Systems	\$279,300
General Systems (email, file/print)	\$286,900
Infrastructure Systems	\$134,200
Maintenance Systems (General Fund)	\$3,600
Other Department Systems	\$11,500

Justification for increase over FY 2013-14 Budget and Estimated Actual:

Increased maintenance services are required to support new systems including point-of-sale cashiering (\$20,000), Police Department Coplink system (\$18,000), Mobile Device Management system (\$2,700), and other Department systems (\$11,500). Additionally, costs were reduced due to moving from Groupwise to Microsoft Office.

Account 44490: Other Contract Services

\$222,500

FY 2013-14 Estimated Actual	\$217,000
FY 2013-14 Budget	\$243,000
FY 2012-13 Actual Expenditures	\$164,432

This account provides for City Internet services, a high-speed data connection between City Hall and the Public Services Center, web hosting, website enhancements, 50% of the cost of a District Attorney position assigned to the Ventura County Courthouse in Simi Valley, and funds for retaining the East County Courthouse as follows:

Internet services	\$25,000
High-speed data connection (General Fund share)	\$25,000
Web hosting and enhancements	\$12,500
City's share of funding for 50% of a Deputy District Attorney	\$60,000
Funds for East County Courthouse Retention	\$100,000

Justification for increase over FY 2013-14 Estimated Actual:

The County paid for the East County Courthouse operations in FY 2013-14. Additionally, the cost for Internet services increased for FY 2014-15; while web hosting and enhancements decreased by \$5,500, this was offset by an increase in Internet services costs.

Account 44491: FIS Operations

\$0

FY 2013-14 Estimated Actual	\$85,100
FY 2013-14 Budget	\$85,100
FY 2012-13 Actual Expenditures	\$85,100

This account provides for payments to the Financial Information Systems Operations and Capital Funds. This charge is being offset by Development Agreement Funds in FY 2014-15.

Account 44492: GIS Operations

\$29,500

FY 2013-14 Estimated Actual	\$29,500
FY 2013-14 Budget	\$29,500
FY 2012-13 Actual Expenditures	\$29,500

This account provides for payments to the Geographic Information Systems Operations and Capital Funds.

**FY 2014-15
REQUEST**

Account 44590: Insurance Charges

\$917,600

FY 2013-14 Estimated Actual	\$934,900
FY 2013-14 Budget	\$934,900
FY 2012-13 Actual Expenditures	\$950,400

This account provides for the Liability Insurance Fund premium charges allocated to the City's General Fund.

SUBTOTAL - CURRENT SERVICES:

\$2,269,600

TOTAL ALL EXPENSES:

\$4,035,300

**NON-DEPARTMENTAL
FY14-15 POLICY ITEM PROPOSAL**

TITLE: Funding for Alliance for Innovation
REQUEST: \$12,000
ACCOUNT: 100-1605-42440
PRIORITY: 1

COST BREAKDOWN

Current Expenses

Memberships and Dues	\$12,000
TOTAL:	\$12,000

The Alliance for Innovation is an international network of governments and partners that seek to improve local government by accelerating the development and dissemination of innovative and effective practices. In partnership with the International City/County Management Association (ICMA), the Alliance counts over 250 City and County governments across the United States in its membership.

A City membership in the Alliance would provide all City employees with access to Alliance services, which include:

- Newsletters and periodicals highlighting best practices
- An archive of case studies and awards that assist with development and implementation of programs across all departments
- Webinars and on-line seminars on a variety of topics to assist City staff with training needs and introductions to new practices and technologies
- Access to the Alliance's archived "E-Learning Bank" that allows City staff to view past webinars and on-line seminars on-demand, if staff is unable to participate in a live event or is working on a project that could be benefitted by viewing a past event
- Access to the Alliance's Virtual Forums, allowing staff to interact with colleagues from other cities and counties

In summary, membership with the Alliance will provide widespread training and networking opportunities for staff from all City departments with a single membership cost. Whereas individual workshops and conferences can cost hundreds or even several thousand dollars for a staff member to attend, Alliance membership would allow unlimited attendance by City staff in live and archived on-line workshops and conferences on a large variety of topics for an annual cost of \$12,000 per year. In the past year, for example, the following topics have been discussed in Alliance events:

- Using websites to build trust and transparency
- Public-Private Partnerships
- Social media use
- Retailer attraction and marketing
- Code enforcement service delivery
- Finance and accounting
- Providing services on mobile devices
- Innovations in public safety
- Priority-based budgeting
- Employee development

INTERNAL SERVICE FUNDS

**GEOGRAPHIC INFORMATION AND PERMITS SYSTEM OPERATING FUND
PRELIMINARY BUDGET SUPPORTING INFORMATION
FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account: 42200: Computers Non-Capital **\$4,500**

FY 2013-14 Estimated Actual	\$4,500
FY 2013-14 Budget	\$4,500
FY 2012-13 Actual Expenditures	\$0

This account is used for the purchase of computers and computer supplies under \$5,000.

Account 42560: Operating Supplies **\$2,500**

FY 2013-14 Estimated Actual	\$2,500
FY 2013-14 Budget	\$2,500
FY 2012-13 Actual Expenditures	\$1,504

This account provides for toner, paper, and other operating supplies for the GIS Plotter not included in general printer maintenance or office supplies.

Account 42720: Travel, Conferences, and Meetings **\$1,000**

FY 2013-14 Estimated Actual	\$1,100
FY 2013-14 Budget	\$0
FY 2012-13 Actual Expenditures	\$523

This account provides for attendance at the annual ESRI users conferences.

Account 42730: Training **\$3,500**

FY 2013-14 Estimated Actual	\$3,100
FY 2013-14 Budget	\$4,500
FY 2012-13 Actual Expenditures	\$256

This account provides funding for professional and technical training for staff involved in GIS and Permits applications.

Justification for increase over FY 2013-14 Estimated Actual and Budget:

With the planned implementation of a new Permits software in FY 2013-14, additional staff training was required in FY 2013-14 and will continue to be necessary.

SUBTOTAL - SUPPLIES AND MATERIALS

\$11,500

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services

\$40,000

FY 2013-14 Estimated Actual	\$28,500
FY 2013-14 Budget	\$25,000
FY 2012-13 Actual Expenditures	\$0

This account provides for services related to development of a needs assessment, issuance of a Request for Proposals, and consultant selection assistance for replacement of the Permits software.

Justification for increase over FY 2012-13 Budget and Estimated Actual:

The project has been delayed during FY 2012-13 resulting in not expending the necessary funds for professional services to assist with replacement of the Permits software. The funds will be required in FY 2013-14.

Account 44310: Maintenance of Equipment

\$51,600

FY 2013-14 Estimated Actual	\$70,700
FY 2013-14 Budget	\$65,200
FY 2012-13 Actual Expenditures	\$65,569

This account provides software licensing for the GIS and Permits software packages used by all City

Justification for increase over FY 2012-13 Budget and Estimated Actual:

The proposed budget is increased due to the need to purchase enhanced support for the Permits software, which is no longer covered under standard support.

SUBTOTAL - SERVICES:

\$91,600

TOTAL CURRENT EXPENSES:

\$103,100

**FINANCIAL INFORMATION SYSTEM OPERATING FUND
PRELIMINARY BUDGET SUPPORTING INFORMATION
FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - SERVICES

Account 44010: Outside Assistance

\$42,500

FY 2013-14 Estimated Actual	\$40,000
FY 2013-14 Budget	\$53,000
FY 2012-13 Actual Expenditures	\$11,066

This account includes recurring fees for security and administration of the SAP financial system.

Account 41050: Professional and Special Services

\$125,600

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$0
FY 2012-13 Actual Expenditures	\$7,088

This account provides funding for the automation of payroll and human resources benefits processing systems. The City anticipates contracting out for these functions in FY 2014-15. Funding is provided here for six months' worth of service.

Account 44310 Equipment Maintenance

\$0

FY 2013-14 Estimated Actual	\$40,000
FY 2013-14 Budget	\$53,000
FY 2012-13 Actual Expenditures	\$11,066

This fee is paid in full to the end of the contract for support of SAP. No further fees will be paid as contract will expire.

SUBTOTAL - SERVICES:

\$168,100

TOTAL CURRENT EXPENSES:

\$168,100

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FORMER CDA FUNDS

**COMMUNITY DEVELOPMENT AGENCY SUCCESSOR AGENCY FUNDS 200/206/210
 PROPOSED BUDGET SUPPORTING INFORMATION
 FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42790: Mileage \$4,800

FY 2013-14 Estimated Actual	\$4,800
FY 2013-14 Budget	\$4,800
FY 2012-13 Actual Expenditures	\$4,800

This account provides funding to compensate staff for car allowances and use of their personal vehicles on Agency business.

SUBTOTAL - SUPPLIES AND MATERIALS \$4,800

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services \$7,200

FY 2013-14 Estimated Actual	\$7,200
FY 2013-14 Budget	\$7,200
FY 2012-13 Actual Expenditures	\$17,708

This account provides for legal and accounting services, such as continuing bond disclosure statements, regarding redevelopment activities as contained in the Successor Agency's Recognized Obligations Payment Schedule.

Account 44490: Other Contract Services \$0

FY 2013-14 Estimated Actual	\$144,600
FY 2013-14 Budget	\$144,600
FY 2012-13 Actual Expenditures	\$0

This account provides for repayment of pass-through funds not previously passed through to recipients of property tax revenues from the former Simi Valley Community Development Agency.

Account 44715: Debt Service - Principal \$1,268,300

FY 2013-14 Estimated Actual	\$1,268,300
FY 2013-14 Budget	\$1,268,300
FY 2012-13 Actual Expenditures	\$0

This account provides for repayment of the loan from the City of Simi Valley to the Simi Valley Community Development Agency.

SUBTOTAL - SERVICES \$1,275,500

**FY 2014-15
REQUEST**

CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS

Account 49500: Transfer to Debt Service \$2,082,100

FY 2013-14 Estimated Actual	\$2,100,800
FY 2013-14 Budget	\$2,100,800
FY 2012-13 Actual Expenditures	\$2,111,949

This account provides for repayment of the loan from the City of Simi Valley to the Simi Valley Community Development Agency.

SUBTOTAL - REIMBURSEMENTS AND TRANSFERS \$2,082,100

TOTAL - CURRENT EXPENSES **\$3,362,400**

**HOUSING SUCCESSOR AGENCY FUND
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services

\$0

FY 2013-14 Estimated Actual	\$6,000
FY 2013-14 Budget	\$10,000
FY 2012-13 Actual Expenditures	\$211,089

This account provides for special legal counsel for housing-related projects and Affordable Housing Agreements as contained in the Agency's Recognized Obligation Payment Schedule. All ROPS-related legal services have been rendered, and no funding will be required for FY 2014-15.

Account 44130: Home Rehabilitation Loan Assistance

\$0

FY 2013-14 Estimated Actual	\$15,000
FY 2013-14 Budget	\$0
FY 2012-13 Actual Expenditures	\$0

This account provided funding for the rehabilitation of one Agency-owned unit as contained in the Recognized Obligation Payment Schedule. That unit was sold in FY 2013-14, and a small portion of the sale proceeds was used to rehabilitate the unit. No funding will be required for FY 2014-15.

Account 44140: Affordable and Senior Housing Programs

\$9,550,000

FY 2013-14 Estimated Actual	\$3,036,200
FY 2013-14 Budget	\$12,711,400
FY 2012-13 Actual Expenditures	\$466,564

This account provides funding for development projects which have fully-executed Affordable Housing Agreements, which represent enforceable contracts into which the Agency has entered, to provide affordable rental and ownership units as contained in the Agency's Recognized Obligation Payment Schedule.

Justification for increase over FY 2013-14 Estimated Actual:

The FY 2014-15 Budget is substantially higher than FY 2013-14 Estimated Actual because several approved affordable housing projects did not commence construction in FY 2013-14. Projects on the Recognized Obligation Payment Schedule and approved by the State auditor and County Oversight Board have been rebudgeted in FY 2014-15.

FY 2014-15
REQUEST
\$0

Account 44410: Maintenance of Buildings and Grounds

FY 2013-14 Estimated Actual	\$3,300
FY 2013-14 Budget	\$2,600
FY 2012-13 Actual Expenditures	\$18,523

This account provided funding for the maintenance of Agency-owned affordable housing units as contained in the Recognized Obligation Payment Schedule, for homeowners' association dues and utilities, until all were sold to qualifying homebuyers. The last Agency-owned unit closed escrow in November 2013, which was a few months longer than had been anticipated when the FY 2013-14 Budget had been developed.

Account 44490: Other Contract Services

\$0

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$200
FY 2012-13 Actual Expenditures	\$0

This account includes funds for the Mortgage Credit Certificate Program with the County of Ventura, which provides tax credits to qualifying first-time homebuyers. This expenditure was not included on the Recognized Obligation Payment Schedule and was expected to be funded from program income; however, the budget for this Program will be included in the Local Housing Fund, beginning in FY 2014-15.

SUBTOTAL - SERVICES:

\$9,550,000

TOTAL CURRENT EXPENSES:

\$9,550,000

**LOCAL HOUSING FUND
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services

\$10,000

FY 2013-14 Estimated Actual	\$55,000
FY 2013-14 Budget	\$55,000
FY 2012-13 Actual Expenditures	\$28,699

This account provides funding for financial consultant services required to prepare specialized pro forma analyses. Outside legal services are now shown separately in Account 44012, below.

Account 44012: Outside Legal Services

\$20,000

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$0
FY 2012-13 Actual Expenditures	\$0

This newly-created account provides funding for any contract legal services that may be required to review Affordable Housing Agreements and Amendments in FY 2014-15.

Justification for increase over FY 2013-14 Budget and Estimated Actual:

Funding for FY 2013-14 legal services was included in the Professional and Special Services account shown above, and funding for FY 2014-15 legal services is shown in this account.

Account 44130: Home Rehabilitation Loan Assistance

\$30,600

FY 2013-14 Estimated Actual	\$30,600
FY 2013-14 Budget	\$50,900
FY 2012-13 Actual Expenditures	\$99,029

This account provides funding for the payment of soft costs incurred in processing CalHome-funded home rehabilitation loans, including expenses for lead-based paint abatement and testing, asbestos testing, termite testing, credit reports, and title insurance.

Account 44150: Senior Rental Assistance

\$12,700

FY 2013-14 Estimated Actual	\$11,600
FY 2013-14 Budget	\$12,600
FY 2012-13 Actual Expenditures	\$11,868

**FY 2014-15
REQUEST**

This account provides funding for the Mobile Home Senior Rent Subsidy Program:

Rental assistance for an average of 23 seniors per month at an average of \$46.00 per month \$12,700

Justification for increase over FY 2013-14 Budget and Estimated Actual:

The Senior Rental Assistance Program served an average of 22 seniors in FY 2013-14, but funding at \$12,700 will permit the Program to continue to be available to an average of 23 seniors per month in FY 2014-15.

Account 44490: Other Contract Services

\$500

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$0
FY 2012-13 Actual Expenditures	\$0

This account includes funding for the Mortgage Credit Certificate Program with the County of Ventura, which provides tax credits to qualifying first-time homebuyers.

Justification for increase over FY 2013-14 Budget and Estimated Actual:

Funding for this Program was previously budgeted in the Housing Successor Agency Fund but is included in the Local Housing Fund, beginning with FY

Account 49100: Transfer to the General Fund

\$456,700

FY 2013-14 Estimated Actual	\$118,300
FY 2013-14 Budget	\$118,300
FY 2012-13 Actual Expenditures	\$0

This account reimbursed the General Fund for the Home Rehabilitation Coordinator's personnel costs in FY 2013-14. This Coordinator position is eligible to be funded with Local Housing Funds because its work preserves affordable housing in Simi Valley. Home Rehabilitation Program loans are made using CalHome grant funds.

Justification for increase over FY 2013-14 Budget and Estimated Actual:

The FY 2014-15 Budget includes continued reimbursement for the annual personnel costs of the Home Rehabilitation Coordinator, reimbursement for the annual personnel costs of an Associate and a Senior Planner working in the Housing Section, and reimbursement for half-year personnel costs of the City's Neighborhood Council Coordinator position.

SUBTOTAL - SERVICES:

\$530,500

TOTAL CURRENT EXPENSES:

\$530,500

**CALHOME GRANT FUND
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - SERVICES

Account 44130: Home Rehabilitation Loan Assistance \$600,000

FY 2013-14 Estimated Actual	\$194,600
FY 2013-14 Budget	\$400,000
FY 2012-13 Actual Expenditures	\$83,168

This allocation will provide funding for a minimum of 12 CalHome home rehabilitation loans of up to \$50,000 for low-income households to address health and safety issues and/or code violations. These expenditures will be reimbursed from the CalHome grant.

Justification for increase over FY 2013-14 Budget and Estimated Actual:

The FY 2014-15 Budget reflects the increase in the maximum loan amount (from \$30,000 to \$50,000) as well as greater interest in the program.

SUBTOTAL - SERVICES: **\$600,000**

CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to the General Fund \$0

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$30,000
FY 2012-13 Actual Expenditures	\$14,732

This reimbursement reflects the inclusion of an Activity Delivery Fee, which is a per-loan subsidy that offsets the City's cost of underwriting and project management. This fee was drawn from the CalHome grant and was transferred to the Housing Successor Agency through FY 2012-13. However, given that the loan-related fees and services provided are being funded from the Local Housing Fund, the reimbursement is being made to that Fund, beginning with FY 2013-14.

Account 46202: Reimbursement to the Local Housing Fund \$36,000

FY 2013-14 Estimated Actual	\$30,000
FY 2013-14 Budget	\$0
FY 2012-13 Actual Expenditures	\$0

This Activity Delivery Fee reimbursement is a \$3,000 per-loan subsidy that offsets the Local Housing Fund's cost of underwriting and managing the CalHome grant program.

Justification for increase over FY 2013-14 Budget and Estimated Actual:

This reimbursement was expected to be made to the General Fund; however, the loan-related fees and services provided in support of the CalHome grant are being funded from the Local Housing Fund, so the reimbursement is being made to that Fund.

SUBTOTAL - REIMBURSEMENTS AND TRANSFERS: **\$36,000**

TOTAL CURRENT EXPENSES: **\$636,000**

**HOME PROGRAM FUND
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to the General Fund

\$3,000

FY 2013-14 Estimated Actual	\$3,000
FY 2013-14 Budget	\$3,900
FY 2012-13 Actual Expenditures	\$81,085

HOME regulations allow for up to 10% of program income to be used for administration purposes, including overhead. The amount of reimbursement reflects 10% of anticipated interest earnings for the Fund.

SUBTOTAL - REIMBURSEMENTS AND TRANSFERS:

\$3,000

TOTAL CURRENT EXPENSES:

\$3,000

SPECIAL REVENUE AND CAPITAL FUNDS

**PEG FUND 214
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42235: Furnishings and Equipment (Non-Capital)

\$500

FY 2013-14 Estimated Actual	\$200
FY 2013-14 Budget	\$500
FY 2012-13 Actual Expenditures	\$201

*The prior years' amounts were paid from General Fund non-departmental.

This account provides for departmental office furnishings and equipment that do not meet the City's criteria for capital assets. All requests for office furnishings and equipment by the special funds and districts are evaluated by the Department of Administrative Services for conformance with Citywide replacement and acquisition standards.

Account 42320: Capital Leases

\$15,000

FY 2013-14 Estimated Actual	\$15,000
FY 2013-14 Budget	\$15,000
FY 2012-13 Actual Expenditures	\$14,550

*The prior years' amounts were paid from General Fund non-departmental.

This account includes funds for leasing the infrastructure to provide for the web streaming of public meetings on the City's website through the use of the Granicus system.

Account 42560: Operating Supplies

\$2,500

FY 2013-14 Estimated Actual	\$1,100
FY 2013-14 Budget	\$2,500
FY 2012-13 Actual Expenditures	\$1,281

This account provides for the purchase of materials and supplies related to the broadcast services equipment.

SUBTOTAL - SUPPLIES AND MATERIALS

\$18,000

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services

\$0

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$0
FY 2012-13 Actual Expenditures	\$1,621

Account 44310: Maintenance of Equipment

\$27,600

FY 2013-14 Estimated Actual	\$15,000
FY 2013-14 Budget	\$43,600
FY 2012-13 Actual Expenditures	\$5,805

This account provides for the maintenance of the broadcast services equipment. Costs in this account are distributed as follows:

Broadcast software license fees/maintenance	\$5,000
Broadcast equipment maintenance	\$4,800
Broadcast equipment maintenance (troubleshooting)	\$1,800
Broadcast equipment maintenance agreement	\$16,000

Account 47020: Furnishings & Equipment (Capital)

\$0

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$0
FY 2012-13 Actual Expenditures	\$13,647

Account 47040: Building Improvement

\$0

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$0
FY 2012-13 Actual Expenditures	\$515

Account 48840: System Hardware

\$85,500

FY 2013-14 Estimated Actual	\$1,000
FY 2013-14 Budget	\$85,500
FY 2012-13 Actual Expenditures	\$5,852

Equipment failure contingency	\$65,000
Miscellaneous improvement to equipment	\$5,500
Audio Video System Upgrade	\$15,000

This account provides contingency for equipment failure of multiple pieces of equipment and for miscellaneous improvement to the broadcast services equipment.

SUBTOTAL - SERVICES:

\$113,100

**FY 2014-15
REQUEST**

Account 49648: Transfer to Computer Equipment Replacement Fund \$0

FY 2013-14 Estimated Actual	\$12,800
FY 2013-14 Budget	\$12,800
FY 2012-13 Actual Expenditures	\$12,800

SUBTOTAL - REIMBURSEMENT AND TRANSFERS: \$0

TOTAL CURRENT EXPENSES: **\$131,100**

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**LIBRARY FUND 250
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES

Account 42100: Utilities \$89,000

FY 2013-14 Estimated Actual	\$86,000
FY 2013-14 Budget	\$86,000
FY 2012-13 Actual Expenditures	\$0

This line item pays for electric, gas, and water.

Justification for increase over the FY 2012-13 Budget and Estimated Actual:

FY 13-14 marks the first year of the new Simi Valley Library contract with a private provider rather than Ventura County. An 3% increase over the estimated actual amount is requested for FY 2014-15.

Account 42150: Communications \$8,000

FY 2013-14 Estimated Actual	\$6,000
FY 2013-14 Budget	\$6,000
FY 2012-13 Actual Expenditures	\$0

This account provides for the cost of telecommunications lines.

Justification for increase over the FY 2012-13 Budget and Estimated Actual:

FY 13-14 marks the first year of the new Simi Valley Library contract with a private provider rather than Ventura County. A slight increase over the estimated actual due to varying communication costs.

Account 42235: Furniture & Equipment (non-capital) \$25,000

FY 2013-14 Estimated Actual	\$20,000
FY 2013-14 Budget	\$23,000
FY 2012-13 Actual Expenditures	\$0

This account provides for the miscellaneous furniture and equipment purchases that are paid for by the Friends of the Library .

Justification for increase over the FY 2012-13 Budget and Estimated Actual:

FY 13-14 marks the first year of the new Simi Valley Library contract with a private provider rather than Ventura County. The Friends of the Library donate funds to purchase miscellaneous furniture and equipment needed by the Library.

FY 2014-15
REQUEST
\$5,000

Account 42460: Advertising

FY 2013-14 Estimated Actual	\$5,000
FY 2013-14 Budget	\$1,000
FY 2012-13 Actual Expenditures	\$0

This account provides for miscellaneous give-away items marketing the Simi Valley Library that are paid for by the Friends of the Library .

Justification for increase over the FY 2012-13 Budget and Estimated Actual:

FY 13-14 marks the first year of the new Simi Valley Library contract with a private provider rather than Ventura County. The Friends of the Library donate funds to purchase miscellaneous give-away items to market the Simi Valley Public Library.

Account 44010: Professional/Special Services

\$65,000

FY 2013-14 Estimated Actual	\$42,500
FY 2013-14 Budget	\$77,000
FY 2012-13 Actual Expenditures	\$0

This account provides for the Adult and Children's Literacy programs and the summer reading program that is paid for by the Friends of the Library .

Justification for increase over the FY 2012-13 Budget and Estimated Actual:

FY 13-14 marks the first year of the new Simi Valley Library contract with a private provider rather than Ventura County. The Friends of the Library donate funds to enhance programs at the Simi Valley Public Library. This line item also represents funds for the READ Program.

Account 44490: Other Contract Services

\$1,269,800

FY 2013-14 Estimated Actual	\$1,234,743
FY 2013-14 Budget	\$1,231,700
FY 2012-13 Actual Expenditures	\$60,000

This account provides for the City's contract for library services management by private provider LSSI.

Justification for increase over the FY 2012-13 Budget and Estimated Actual:

FY 13-14 marks the first year of the new Simi Valley Library contract with a private provider rather than Ventura County. This line item pays for the contract cost but is offset by property tax revenues which now will come to the City.

**FY 2014-15
REQUEST**

Account 47040: Building Improvements

\$150,000

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$0
FY 2012-13 Actual Expenditures	\$0

This account provides for building improvements.

Justification for increase over the FY 2012-13 Budget and Estimated Actual:

FY 13-14 marks the first year of the new Simi Valley Library contract with a private provider rather than Ventura County. This line item pays for building improvements such as constructing ADA compliant walkways, bathrooms, electronic entrance, and other items.

Account 47070: Intangibles/Collection

\$226,000

FY 2013-14 Estimated Actual	\$245,000
FY 2013-14 Budget	\$255,000
FY 2012-13 Actual Expenditures	\$0

This account provides for Library materials.

Account 49100: Transfer to General Fund

\$301,200

FY 2013-14 Estimated Actual	\$360,800
FY 2013-14 Budget	\$360,800
FY 2012-13 Actual Expenditures	\$0

This account provides that any tax revenues in excess of the costs of the library management contract will be returned to the General Fund.

Justification for increase over FY 2012-13 Budget and Estimated Actual:

This account provides reimbursement from the Library Fund to the City's General Fund for the Cost Allocation Program (CAP). The CAP allocates overhead costs and distributes them to the various City funds as appropriate.

TOTAL CURRENT EXPENSES:

\$2,139,000

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**COMPUTER EQUIPMENT REPLACEMENT FUND
PRELIMINARY BUDGET SUPPORTING INFORMATION
FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account: 42200: Computers Non-Capital

\$194,500

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$167,900
FY 2012-13 Actual Expenditures	\$8,515

This account is used for the purchase of computers and computer supplies under \$5,000.

Justification for increase over FY 2013-14 Budget and Estimated Actual:

135 desktop computers (\$128,500); five laptops (\$6,250) and 10 Mobile Devices for police vehicles, mounting hardware, and installation (\$60,000).

Account 42720: Training

\$0

FY 2013-14 Estimated Actual	\$8,000
FY 2013-14 Budget	\$8,000
FY 2012-13 Actual Expenditures	\$700

This account is used for training on the operation and maintenance of new computer systems, sub-systems, and components purchased.

SUBTOTAL - SUPPLIES AND MATERIALS

\$194,500

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services

\$120,000

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$192,000
FY 2012-13 Actual Expenditures	\$117,110

This account provides for engineering, design, and implementation services for replacement computer systems technology, as well as technical assistance with the network.

Account 48840: System Hardware

\$0

FY 2013-14 Estimated Actual	\$595,000
FY 2013-14 Budget	\$368,900
FY 2012-13 Actual Expenditures	\$416,855

This account is used for the purchase of network infrastructure equipment and supplies that are not capital assets or are under \$5,000.

**FY 2014-15
REQUEST**

SUBTOTAL - SERVICES: \$120,000

TOTAL CURRENT EXPENSES: \$314,500

CAPITAL OUTLAY

Account 47028: Computers (Capital) **\$536,000**

FY 2013-14 Estimated Actual	\$238,000
FY 2013-14 Budget	\$650,200
FY 2012-13 Actual Expenditures	\$175,545

This request will provide funding for servers, routers, switches, and other network devices that have a unit cost over \$5,000, which is the City's capital asset threshold amount. 15 servers @ (\$202,000); switches and hardware (\$74,000); offsite data storage (\$50,000); additional disk space (\$100,000); 1 MAC laptops (\$10,000); Versaterm for PD disk space (\$100,000)

Justification for increase over FY 2013-14 Budget and Estimated Actual:

Equipment replacements are cyclical and thus the expenditures are not consistent annually. Additionally, some equipment replacements in FY 2013-14 were delayed while higher priority projects were completed. Also, building the PD server room has priority as we need space for more servers for the ERP

Account 49649: Transfer to GIS Capital **\$305,000**

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$0
FY 2012-13 Actual Expenditures	\$0

The CERF fund has a fund balance of \$586,160 beginning FY 14-15. It is proposed that this balance be transferred to the FIS Capital Fund 656 (\$275,000) and the GIS Capital Fund 649 (\$305,000) to assist in funding the 14-15 initial outlay for the ERP implementation that will begin in 14-15.

Account 49656: Transfer to FIS Capital: **\$275,000**

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$0
FY 2012-13 Actual Expenditures	\$0

The CERF fund has a fund balance of \$586,160 beginning FY 14-15. It is proposed that this balance be transferred to the FIS Capital Fund 656 (\$275,000) and the GIS Capital Fund 649 (\$305,000) to assist in funding the 14-15 initial outlay for the ERP implementation that will begin in 14-15.

TOTAL CAPITAL OUTLAY \$1,116,000

TRANSIT

**DEPARTMENT OF COMMUNITY SERVICES - TRANSIT FUND
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42150: Communications

\$37,100

FY 2013-14 Estimated Actual	\$37,400
FY 2013-14 Budget	\$38,600
FY 2012-13 Actual Expenditures	\$30,314

This account is used for the monthly payment of seven pagers and two cellular phones to support Transit operational requirements at an estimated annual cost of \$1,300 for the pagers and \$900 for the cellular phones. Also included is \$2,700 for the monthly service charge for the Automatic Vehicle Location (AVL) devices that are used on eleven (11) paratransit vehicles. Transit's allocation for service of the City's two-way radio system maintenance is \$32,200.

Account 42200: Computers (Non Capital)

\$7,600

FY 2013-14 Estimated Actual	\$8,400
FY 2013-14 Budget	\$8,700
FY 2012-13 Actual Expenditures	\$5,983

This account provides for the replacement of desktop and laptop computers. In FY 2014-15, Transit will replace six desktop computers for the following positions: Transit Superintendent, Three Transit Supervisors, Transit Secretary and the GFI farebox computer.

Account 42230: Office Supplies

\$2,300

FY 2013-14 Estimated Actual	\$2,300
FY 2013-14 Budget	\$3,000
FY 2012-13 Actual Expenditures	\$2,631

This account provides for the purchase of various office and related supplies used for the management and administration of the Transit System.

Account 42410: Uniforms and Clothing

\$15,000

FY 2013-14 Estimated Actual	\$20,000
FY 2013-14 Budget	\$15,000
FY 2012-13 Actual Expenditures	\$12,501

Bus Operations

\$5,000

This account funds the Transit Coach Operator (TCO) monthly shoe and uniform maintenance allowance, the cost of supplying uniforms for new TCOs, and replacement uniforms for current TCOs of the fixed-route bus service.

Van Operations \$8,600

This account funds the TCO monthly shoe and uniform maintenance allowance, the cost of supplying uniforms for new TCOs and replacement uniforms for current TCOs of the ADA Paratransit/Dial-A-Ride (ADA/DAR) vans.

Bus Maintenance \$1,400

This account funds the rental, cleaning and replacement of uniforms for three Transit mechanics, and the rental/cleaning of shop towels.

Account 42440: Memberships and Dues \$13,000

FY 2013-14 Estimated Actual	\$12,800
FY 2013-14 Budget	\$12,900
FY 2012-13 Actual Expenditures	\$12,444

This account covers annual membership as follows:

California Transit Association (CTA)	\$2,900
American Public Transit Association (APTA)	\$9,800
National Safety Council (NSC)	\$300

CTA and APTA provide resources, information, and analyses for the City's Transit System relative to research, reports, and state/federal requirements and initiatives. Memberships in these organizations provide a resource for legislative updates, information on federal laws/programs pertaining to federal financial assistance for Transit, and networking opportunities with other public transit agencies. Membership in the NSC provides access to essential safety program materials and information.

Justification for increase over FY 2013-14 Budget and Estimated Actual:

Funding over FY 2013-14 Budget and Estimated Actual covers the anticipated increase in CTA and APTA dues.

Account 42450: Subscriptions and Books \$700

FY 2013-14 Estimated Actual	\$700
FY 2013-14 Budget	\$700
FY 2012-13 Actual Expenditures	\$674

This account is used for required publications to keep staff abreast of the latest technical information, including Code of Federal Regulations Title 13 Updates, Transit Access News, grant regulations, special transit studies, and other management information tools.

Account 42460: Advertising \$1,500

FY 2013-14 Estimated Actual	\$1,900
FY 2013-14 Budget	\$1,500
FY 2012-13 Actual Expenditures	\$1,244

This account provides for the cost of materials to promote the City's Transit system at the Annual Street Fair/Emergency Expo, Earth Day, and Senior Center Health Expo, as well as any other events that occur during the year. It also provides funds for advertising Fixed-route and Dial-A-Ride services in local publications as well as for federally mandated advertising costs for publication of the Transit system's Disadvantaged Business Enterprise (DBE) goal.

Account 42500: Fuel and Lubricants

\$189,000

FY 2013-14 Estimated Actual	\$172,700
FY 2013-14 Budget	\$210,000
FY 2012-13 Actual Expenditures	\$220,610

Bus Operations/Utility Vans \$152,000

This account provides Compressed Natural Gas (CNG) fuel for 11 CNG buses used on four fixed-routes and unleaded gasoline for four operator relief utility vans, one supervisor van, and two supervisor sedans. This account also includes electrical expenses associated with operation of the natural gas compressor.

Van Operations \$20,000

This account provides for CNG fuel used to operate the ADA Paratransit/Dial-A-Ride fleet, which includes 11 vans.

Bus Maintenance \$12,000

This account provides for the purchase and recycling of motor oil, vehicle coolant, and other lubricants required in maintaining fixed-route vehicles. It also includes recycling fees associated with fuel filters.

Van Maintenance \$5,000

This account provides for the purchase and recycling of motor oil, vehicle coolant, and other lubricants required in maintaining ADA Paratransit/Dial-A-Ride vehicles. It also includes recycling fees associated with fuel filters.

Justification for the proposed increase over FY 2013-14 Estimated Actual:

Additional funds are budgeted to accommodate anticipated increases in fuel costs during the coming fiscal year.

Account 42510: Tires

\$52,000

FY 2013-14 Estimated Actual	\$52,000
FY 2013-14 Budget	\$63,000
FY 2012-13 Actual Expenditures	\$60,274

Bus Maintenance \$40,000

This account is used to purchase recapped and new tires for the fixed-route buses and relief vehicles. Tires can be recapped a maximum of three times and are used on the rear wheels of the vehicles, while new tires are used on the front wheels of the vehicles. The cost of a recapped tire is \$170 and the cost of a new tire is \$445.

Van Maintenance \$12,000

This account is used to purchase new tires for 11 ADA Paratransit/Dial-A-Ride vans at a cost of approximately \$120 per tire.

Account 42550: Small Tools/Equipment

\$3,000

FY 2013-14 Estimated Actual	\$3,300
FY 2013-14 Budget	\$3,500
FY 2012-13 Actual Expenditures	\$2,627

This account is used for the purchase of updated computer diagnostic software/cartridges for specialized calibration tools and equipment, which are used to perform maintenance and safety inspections on Transit's CNG fleet. In addition, funds from this account are used to replace, on an as-needed basis, small hand tools such as sockets, torque wrenches, and other light tools for Transit mechanics and Transit Supervisor vehicles.

Account 42560: Operating Supplies

\$110,000

FY 2013-14 Estimated Actual	\$112,000
FY 2013-14 Budget	\$112,000
FY 2012-13 Actual Expenditures	\$127,185

Bus Operations \$4,000

This account provides for the printing of bulkhead signs and the purchase of miscellaneous supplies for the Transit garage, such as rubber gloves, dust masks, professional hand soap, etc. This account also funds DMV license and certification renewals for 35 Transit staff members.

Van Operations \$1,000

This account provides for the purchase of supplies and materials not available through Central Supply that are needed for the day-to-day operation of the ADA Paratransit/Dial-A-Ride service. Included is funding for the purchase of mobility device restraint straps, fastening equipment, and other supplies related to operational safety.

Bus Maintenance/Utility Van Maintenance \$83,000

This account is used for the purchase of specialized parts for maintenance and repair of 11 CNG engines, such as electronic components related to fuel and emission systems; hydraulic components related to steering and cooling controls; components for wheelchair ramps; components related to the anti-lock brake systems; components for repairing GFI fareboxes; batteries; and supplies for the bus washer. This account is also used for the purchase of small replacement parts such as gaskets, brakes, filters, shock absorbers, belts, hoses, graffiti guards, and other miscellaneous auto parts and materials required in the routine repairs and preventive maintenance on buses, utility vans, and sedans. Six of the 11 buses are over 14 years old and will be replaced by mid-year of FY 2014-15, thereby reducing the expenditures in this account.

Van Maintenance \$22,000

This account is used for the purchase of specialized parts for maintenance and repair of 11 CNG engines, such as electronic components related to fuel and emission systems, hydraulic components related to steering and cooling controls, components for wheelchair lifts, components related to the anti-lock brake systems, and replacement passenger information displays for the inside of the van. This account is also used for the purchase of replacement parts such as gaskets, brakes, filters, shocks, belts, hoses, and other materials necessary for routine repairs, as well as preventive maintenance on ADA Paratransit/Dial-A-Ride vehicles.

Account 42720: Travel, Conferences, and Meetings

\$3,700

FY 2013-14 Estimated Actual	\$2,000
FY 2013-14 Budget	\$3,300
FY 2012-13 Actual Expenditures	\$1,755

This account is used for staff attendance at governmental and Transit-related conferences and seminars, which provides staff with knowledge of current trends and concepts in the transit industry. The following amounts are requested for the Deputy Director/Transit, the Transit Finance Manager, and other appropriate staff to attend meetings and conferences associated with Transit funding, planning, and grant management:

1 - FTA Grant Training, CA	\$600
1 - National Transit Database Training, CA	\$600
2 - CTA/CalAct Annual Conference, Monterey, CA	\$2,500

Justification for increase over FY 2013-14 Budget and Estimated Actual:

There were no California opportunities to attend FTA Grant Training or National Transit Database training during FY 2013-14. The FY 2014-15 budget request includes California trainings being resumed.

Account 42730: Training

\$4,000

FY 2013-14 Estimated Actual	\$600
FY 2013-14 Budget	\$1,000
FY 2012-13 Actual Expenditures	\$591

Dispatch Training	\$200
Safety Training Videos	\$300
Accident Prevention/Safety Training Materials	\$500
GFI Farebox Maintenance Training, Chicago, IL	\$3,000

Justification for increase over FY 2013-14 Budget and Estimated Actual:

Also included in FY 2014-15 budget is funding for two (2) Transit mechanics to attend GFI farebox training to familiarize staff on how to maintain new fareboxes that were installed in all the fixed-route buses in January 2014.

Account 42790: Mileage

\$2,200

FY 2013-14 Estimated Actual	\$2,200
FY 2013-14 Budget	\$2,700
FY 2012-13 Actual Expenditures	\$3,511

This account provides for employee mileage reimbursement when City vehicles are not available or their use is not practical, for attendance at out-of-town meetings, trainings and various events staff is required to attend.

SUBTOTAL - SUPPLIES AND MATERIALS

\$441,100

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services

\$500

FY 2013-14 Estimated Actual	\$300
FY 2013-14 Budget	\$500
FY 2012-13 Actual Expenditures	\$234

This account provides for the City's participation in the State of California's Unified Certification Process (UCP) to satisfy Transit's requirement to perform certification in the Disadvantaged Business Enterprise (DBE) program that ensures nondiscrimination in Transit's federally funded programs, and the charge for an outside vendor to pick up and shred confidential information that is disposed of in a secured container.

Justification for the proposed increase over FY 2013-14 Estimated Actual:

Funds for the Unified Certification Process/DBE program were not expended during FY 2013-14. Staff anticipates expenditures for this process in the upcoming year.

Account 44012: Outside Legal Services

\$10,000

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$0
FY 2012-13 Actual Expenditures	\$0

This account is to provide for outside legal services to assist the City in navigating changes in State law that impact revenues for operations.

Account 44310: Maintenance of Equipment

\$504,000

FY 2013-14 Estimated Actual	\$517,000
FY 2013-14 Budget	\$520,000
FY 2012-13 Actual Expenditures	\$508,622

<u>Administration</u>		\$1,600
Coin counter/currency counter maintenance/repair	\$1,200	
Maintenance of date/time clock	\$400	

<u>Bus Maintenance/Utility Van Maintenance</u>		\$477,400
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Maintenance work beyond the service provided by City maintenance staff, such as air conditioning repairs, window replacements, radio service, body damage repair, seat repairs, relining of brake shoes, wheel alignments, exhaust system repairs, alternator and starter repairs, radiator service, calibration/testing of the gas detection system, and major component failures such as engine and transmission rebuilds are funded from this account, as well as the FY 2014-15 Public Works allocation for the maintenance of Transit vehicles. Additionally, this account provides funds for repair/service to the two-way mobile radios that are not covered by the City's contract, preventive maintenance and repairs of the CNG Fueling Facility, and towing services of fixed-route vehicles that are unable to be driven. Listed below are the estimated annual costs for highly specialized bus repair services and fueling facility maintenance:

Public Works maintenance allocation	\$360,900
CNG fueling facility preventive and non-routine maintenance and repairs	\$60,000
Generator maintenance	\$2,500
Maintenance and calibration of the fire suppression system	\$1,800
Maintenance and calibration of methane detection system	\$1,000
Rebuilt transmission (1)	\$5,000
Turbochargers (2)	\$12,000
Rear end gear assembly (1)	\$5,000
Exhaust manifold (1)	\$3,000
Air conditioning repairs	\$5,000
Window replacements	\$1,000
Radio service	\$500
Body damage/seat repairs	\$5,000
Relining of brake shoes	\$1,500
Wheel alignments	\$800
Alternator/starter repairs	\$3,800
Radiator service	\$2,000
Replacement filters/parts for bus washer	\$5,600
Towing services	\$1,000

Van Maintenance \$25,000

These funds are used for contracted maintenance work performed on the ADA Paratransit/Dial-A-Ride vans, such as body damage repair work, upholstery repairs, gas detection service, machine work, window replacements, radio service, wheel alignments, relining brake shoes, exhaust system repairs, alternator and starter repairs, radiator service, air conditioning repairs, and major repairs to vehicle drive trains. This account also provides funding for towing services of paratransit vehicles that are unable to be driven. Currently, the City operates as many as 11 Dial-A-Ride vans Monday-Friday and as many as three vans on Saturday from approximately 4:30 a.m. to 8:00 p.m.

Account 44410: Maintenance of Buildings/Grounds

\$1,000

FY 2013-14 Estimated Actual	\$11,300
FY 2013-14 Budget	\$11,900
FY 2012-13 Actual Expenditures	\$876

This account is used for the purchase of materials required to maintain existing bus stop locations with such items as concrete pads for ADA accessibility, bus stop targets, poles and pole caps, information tubes, installation of bus benches, and other small items.

Account 44490: Other Contract Services

\$23,400

FY 2013-14 Estimated Actual	\$23,400
FY 2013-14 Budget	\$26,400
FY 2012-13 Actual Expenditures	\$15,313

This account provides for services associated with the following:

FTA drug/alcohol testing	\$3,000
DMV medical	\$1,500
Ventura County APCD Permit fee (CNG Generator)	\$500
Reprinting of Transit bus schedules, maps and transfers	\$14,000
Reprinting of bus and ADA/DAR passes	\$4,400

Account 44491: Transfer to Financial Information Systems Fund - Operations

\$0

FY 2013-14 Estimated Actual	\$2,600
FY 2013-14 Budget	\$2,600
FY 2012-13 Actual Expenditures	\$2,600

These funds are to be transferred to the Financial Information Systems to pay for ongoing system operations of the City's Enterprise Resource and Planning system software. In FY 2014-15 these funds are being offset by the Development Agreement Fund.

Account 44590: Insurance Charges

\$169,200

FY 2013-14 Estimated Actual	\$157,200
FY 2013-14 Budget	\$157,200
FY 2012-13 Actual Expenditures	\$133,900

This account provides for the Transit share of premiums paid out of the City's Liability Insurance Fund.

SUBTOTAL - SERVICES:

\$708,100

CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund

\$1,519,400

FY 2013-14 Estimated Actual	\$1,409,300
FY 2013-14 Budget	\$1,409,300
FY 2012-13 Actual Expenditures	\$1,376,900

This account is for reimbursement to the General Fund for costs to support the operation of the Transit system. The amount of reimbursement is established annually in the City's Cost Allocation Plan. The amount for FY 2014-15 also includes \$200,000 to reimburse the General Fund Public Works Engineering section for project design and management of Transit's Biogas capital project.

Account 49297: Transfer to Retiree Medical Benefits Fund \$49,600

FY 2013-14 Estimated Actual	\$43,100
FY 2013-14 Budget	\$43,100
FY 2012-13 Actual Expenditures	\$42,800

This account is for transfers to the Retiree Medical Benefits Fund. Proceeds are used to pay for medical benefits granted to currently retired City employees.

Account 49656: Transfer to Financial Information Systems Fund - Capital \$0

FY 2013-14 Estimated Actual	\$3,400
FY 2013-14 Budget	\$3,400
FY 2012-13 Actual Expenditures	\$3,400

These funds are to be transferred to the Financial Information Systems to pay for ongoing system modifications and enhancements to the City's Enterprise Resource and Planning system software as required by changing regulations, legislation, Generally Accepted Accounting Principles, or business practices. For FY 2014-15, these funds are being paid by the Development Agreement Fund.

SUBTOTAL - REIMBURSEMENTS AND TRANSFERS \$1,569,000

TOTAL CURRENT EXPENSES \$2,718,200

CAPITAL OUTLAY

Account 48600: Capital Outlay \$5,664,800

FY 2013-14 Estimated Actual	\$481,000
FY 2013-14 Budget	\$36,900
FY 2012-13 Actual Expenditures	\$25,715

This account funds the capital expenses associated with the operations of the fixed route and ADA/DAR services.

Construction - TMF Expansion	\$474,800
Replacement DAR Vans (2)	285,000
CNG Fueling Station Upgrade	1,309,400
Fixed-Route Replacement Buses (3)	1,452,300
Voice Announcement System	95,000
Replacement DAR Vans (4)	354,100
Fixed-Route Replacement Buses (3)	1,650,000
Paratransit Dispatching Software	36,900
Replacement Bus Engines	7,300

TOTAL - CAPITAL OUTLAY \$5,664,800

**SIMI VALLEY TRANSIT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for Transit Operations Assistant (Vacant)
TOTAL: \$68,800
ACCOUNT: 750-2920-41010
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salary and Flex	\$68,800
TOTAL:	\$68,800

Simi Valley Transit provides quality fixed-route service to the community and Dial-A-Ride service to the elderly and disabled under the auspices of the Americans with Disabilities Act (ADA). The fixed-route system operates four routes and provides service connections to Chatsworth and VISTA-East, which, in turn, connects with other Ventura County Communities. The ADA Paratransit system also provides connections to Chatsworth and Thousand Oaks. In providing this service, Simi Valley Transit emphasizes the delivery of safe, efficient, high quality, cost-effective transportation services for the traveling public sixteen hours per day, six days per week.

The Transit Operations Assistant performs a variety of duties in support of Transit Operations, including assisting Transit supervisory personnel in the field by responding to and conducting Transit related accident investigations, coordinating Transit Coach Operator training activities, responding to customer complaints, maintaining Transit Coach Operator records and completing coach exchanges.

This position has been vacant since the second half of FY 2006-07, when the incumbent accepted a Simi Valley Transit Supervisor position. Elimination of FY 2014-15 funding for this position will have no negative impact on the operation or the Transit supervisory personnel.

**SIMI VALLEY TRANSIT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for Four (4) Vacant Part-Time Transit Coach Operators
TOTAL: \$198,500
ACCOUNT: 750-2940-41010
PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salary and Flex	\$198,500
TOTAL:	\$198,500

Transit Coach Operators provide safe, convenient and reliable transportation services to the public by operating fixed-route buses or paratransit vans on an assigned route according to established schedules. The part-time Transit Coach Operators have a weekly revolving schedule and also fill-in for full-time Transit Coach Operators that may be absent due to illness, vacation, etc.

The FY 2010-11 Simi Valley Transit budget included the suspension of fixed-route peak service on Routes A-3 and B-3, as well as the elimination of Saturday service on Route D. These routes were operated by part-time Transit Coach Operators. Through attrituion, these positions have remained vacant.

Elimination of FY 2014-15 funding for these positions will have no negative impact on Simi Valley Transit's ability to provide public transportation.

**SIMI VALLEY TRANSIT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Fixed-Route and Americans with Disabilities Act/Dial-A-Ride (ADA/DAR) Services on Five City-Observed Holidays
 TOTAL: \$22,300
 ACCOUNT: 750-2920-41010 / 750-2940-41010 / 750-2920-44310 / 750-2940-44310 / 750-2920-42500
 750-2940-42500
 PRIORITY: 3

SAVINGS BREAKDOWN	
Current Expenses	
Salary and Flex	\$30,000
Equipment Maintenance	\$2,500
Fuel/Lubricants	\$600
Revenue Loss/Expenses	(\$10,800)
TOTAL:	\$22,300

Simi Valley Transit provides fixed-route and paratransit services on five (5) City-observed holidays: Martin Luther King Jr. Day, Presidents' Day, Veterans Day, Day After Thanksgiving, and Christmas Eve. Transit employees assigned to work Operational Holidays receive holiday pay, as well as premium pay, at time-and-a-half, for hours worked.

Transportation services on these holidays are provided from 4:45 a.m. to 8:30 p.m.; however, ridership is well below average. This reduction in ridership is due, in part, to many individuals not having to work, the closure of schools, medical facilities, businesses and the Simi Valley Senior Center.

Daily holiday ridership averages 667 trips on the fixed-route service; and, an average of 97 trips on the ADA/DAR, which is 46% less when compared to 1,458 fixed-route trips and 54% less when compared to 181 ADA/DAR trips on non-holiday service days. In accordance with ADA regulations, the City's ADA service is complementary to its fixed-route service in terms of days, hours, and service area. Therefore, by eliminating fixed-route service on the identified City-observed holidays, ADA service on City-observed holidays could also be eliminated.

**SIMI VALLEY TRANSIT
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Completely Eliminate Service on Route D
 TOTAL: \$304,600
 ACCOUNT: 750-2920-41010 / 750-2920-44310 / 750-2920-42500
 PRIORITY: 4

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Salary and Flex	\$178,200
Equipment Maintenance	\$128,100
Fuel/Lubricants	\$28,300
Revenue Loss/Expenses	(\$30,000)
TOTAL:	\$304,600

Simi Valley Transit's Route D provides connecting bus service to Wood Ranch, the Simi Valley Hospital, the Civic Center, the Simi Valley Town Center and the Ronald Reagan Presidential Library. Route D also provides transfer connections for inter-county services provided by the Los Angeles County Metropolitan Transit Authority (METRO), Metrolink, and the Ventura Intercity Service Transit Authority (VISTA). Route D operates Monday through Friday from 4:45 a.m. to 8:15 p.m. Annual ridership for FY 2012-13 was 27,656 trips with revenue totaling \$38,200. Ridership for FY 2013-14 is estimated at 24,177 trips with revenue estimated at \$27,100. Route D is Simi Valley Transit's lowest performing route, comprising 7% of overall ridership compared to Route A with 38%, Route B with 34% and Route C with 20%.

Elimination of service on Route D would severely impact Wood Ranch students and transit-dependent individuals who do not qualify for the City's Dial-A-Ride service. It would also eliminate local public transportation service to the Ronald Reagan Presidential Library, a frequent destination for tourists and local school children. The greatest impact would be to those who use Route D as a primary mode of transportation to work, school, medical appointments, and to access local businesses. Additionally, a high percentage of a rapidly growing transit-dependent Senior population live in this area and use the service for medical and shopping trips. According to Federal Transit Administration requirements, any reduction in fixed-route service greater than 10% will require a public hearing. Therefore, the proposed reduction of service is subject to a subsequent public hearing.

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SANITATION

**SANITATION FUND
PROPOSED BUDGET SUPPLEMENTAL INFORMATION
FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42100: Utilities

\$886,000

FY 2013-14 Estimated Actual	\$790,000
FY 2013-14 Budget	\$835,000
FY 2012-13 Actual Expenditures	\$729,387

This account provides for electricity, natural gas, and domestic water at the Public Services Center. The major expense in this account is electricity used by the Water Quality Control Plant. The Plant continues to implement all opportunities to reduce utility costs.

Justification for increase over FY2013-14 Budget and Estimated Actual:

Based on discussion with SCE, the average TOU-8 rate increase will be 14%.

Account 42110: Lift Utilities

\$5,300

FY 2013-14 Estimated Actual	\$4,900
FY 2013-14 Budget	\$4,900
FY 2012-13 Actual Expenditures	\$4,889

This account funds electrical costs associated with operating the Big Sky, Wood Ranch, and Arroyo Simi Lift Stations. The costs for the Big Sky and for Wood Ranch Lift Stations are reimbursed.

Justification for the increase over FY 2013-14 Budget and Estimated Actual:

Based on discussion with SCE, the average rate increase will be 8%.

Account 42150: Communications

\$39,000

FY 2013-14 Estimated Actual	\$39,000
FY 2013-14 Budget	\$39,000
FY 2012-13 Actual Expenditures	\$35,316

This account provides funding for the Sanitation share of two-way radio system maintenance (\$32,900) and the monthly cost of pagers and cellular phones.

Account 42230: Office Supplies

\$9,800

FY 2013-14 Estimated Actual	\$9,800
FY 2013-14 Budget	\$9,800
FY 2012-13 Actual Expenditures	\$7,025

This account provides for normal office operating expenses including paper supplies/computer supplies, office supplies CD's, and related items.

Water Quality Control Plant	\$8,800
Environmental Compliance	\$1,000

**FY 2014-15
REQUEST**

Account 42235: Furnishings and Equipment (non-capital)

\$9,000

FY 2013-14 Estimated Actual	\$5,000
FY 2013-14 Budget	\$0
FY 2012-13 Actual Expenditures	\$0

This account provides funding for a light bar and tool box for Replacement Vehicle #450. \$2,400
 This account also provides funding for replacement desk chairs for staff: \$6,600
 11 desk chairs at \$600/each

Account 42310: Rentals

\$6,000

FY 2013-14 Estimated Actual	\$6,800
FY 2013-14 Budget	\$6,000
FY 2012-13 Actual Expenditures	\$2,622

This account provides for the rental of specialized equipment that is periodically required to support the operation and maintenance of plant equipment, buildings, and grounds. Such rentals may include scaffolding, temporary pumping systems, specialized landscape machinery, and other equipment that is not available in-house. The account is also used to rent critical equipment or vehicles due to breakdowns of City equipment.

Account 42410: Uniforms and Clothing

\$27,700

FY 2013-14 Estimated Actual	\$28,700
FY 2013-14 Budget	\$25,500
FY 2012-13 Actual Expenditures	\$21,871

This account provides for employee uniforms, boots, and other related personal protective equipment.

Justification for increase over the FY 2013-14 Budget:

The FY 2014-15 budget includes an increase in boot allowance as agreed to in the Memorandum of Agreement between the City of Simi Valley and Service Employees International Union.

Account 42440: Memberships and Dues

\$12,300

FY 2013-14 Estimated Actual	\$10,000
FY 2013-14 Budget	\$11,200
FY 2012-13 Actual Expenditures	\$12,326

This account provides for memberships, dues, application fees, and certification renewals in the following divisions:

Administration

American Public Works Association (APWA) \$900
 Water Environment Federation (WEF) \$200

Treatment Plant

Water Environment Federation (WEF) \$800
 California Water Environment Association (CWEA) \$5,600
 Instrument Society of America (ISA) \$300
 State Wastewater Treatment Operator Certification Renewals \$2,100
 CWEA Technical Certification Renewals (Lab, Maintenance, & Instrumentation) \$700

Collection System

CWEA Technical Certification Renewals \$600

Environmental Compliance

California Water Environment Association (CWEA) \$500
 Water Environment Association (WEF) \$200
 CWEA Technical Certification Renewals \$400

Justification for increase over the FY 2013-14 Budget and Estimated Actual:

Additional funding is required due to an increase number of Treatment Operator certifications. In addition, Operator certification renewal costs increased 70% in 2013, and there is an increase in CWEA certification exams and renewals.

Account 42450: Subscriptions and Books \$2,000

FY 2013-14 Estimated Actual	\$2,000
FY 2013-14 Budget	\$2,000
FY 2012-13 Actual Expenditures	\$1,548

This account provides for the following journals and other reference materials related to the operation of the Sanitation Division:

<u>Water Quality Control Plant</u>	
Safety bulletins and professional journal subscriptions	\$200
Manuals on water and wastewater microorganisms	\$200
References on standard methods for chemical analyses of water and wastewater	\$300
Instrumentation reference manuals	\$400
Books used for reference to support in-house staff development and training that focuses in the areas of process control, safety, energy efficiency, emergency preparedness, and resource conservation	\$400
<u>Environmental Compliance</u>	
Subscriptions, books, manuals, codes, regulations	\$500

Account 42530: Chemicals \$461,000

FY 2013-14 Estimated Actual	\$410,000
FY 2013-14 Budget	\$440,000
FY 2012-13 Actual Expenditures	\$368,378

This account is used to purchase the following chemicals required in the treatment process at the Water Quality Control Plant:

Chlorine (sodium hypochlorite)	\$172,000
Sodium bisulfite	\$127,000
Alum - tertiary filters	\$5,000
Polymers - belt press and flotation thickeners	\$87,000
Ferric and ferrous chloride - digesters	\$30,000
Aqueous ammonia - trihalomethane reduction	\$40,000

Justification for proposed increase over FY 2013-14 Budget and Estimated Actual:

Slight increases in Ferric Chloride and Aqueous Ammonia are anticipated.

Account 42541: Recycled Water Utilities \$12,000

FY 2013-14 Estimated Actual	\$12,500
FY 2013-14 Budget	\$10,000
FY 2012-13 Actual Expenditures	\$9,949

This account provides funding for power costs required to operate the Calleguas Municipal Water District pumping facilities located at the WQCP. These facilities are operated and maintained by Sanitation staff.

Justification for increases over the 2013-14 Budget:

Based on discussion with SCE, the average rate increase will be 8%.

Account 42550: Small Tools/Equipment

\$1,000

FY 2013-14 Estimated Actual	\$1,500
FY 2013-14 Budget	\$1,500
FY 2012-13 Actual Expenditures	\$927

This account provides funding for the purchase of small tools utilized at the Water Quality Control Plant by the Collection System Section, and by the Environmental Compliance Division.

Water Quality Control Plant

The budgeted amount will provide for the purchase of wrenches and other hand tools, saws and blades, drills and bits, small pumps, shovels, and related equipment. \$600

Collection System

This amount is for the regular purchase of small tools and safety equipment for the line maintenance function. \$200

Environmental Compliance

These funds are provided for the purchase of hand tools such as wrenches, screwdrivers, flashlights, shovels, etc. \$200

Account 42560: Operating Supplies

\$130,000

FY 2013-14 Estimated Actual	\$131,000
FY 2013-14 Budget	\$156,100
FY 2012-13 Actual Expenditures	\$126,071

This account provides funding for the following operating supplies:

Treatment Plant

\$108,500

This account supplies the Water Quality Control Plant with lubricants, housekeeping supplies, welding gases, mobile pump suction and discharge hoses, boiler soft water, building supplies, and first aid/safety items such as first aid supplies, portable gas detectors, fall protection, self-contained breathing apparatus, and personal protective equipment. Laboratory and instrumentation supplies include, but are not limited to: test kit equipment; reagent chemicals; laboratory glassware; laboratory gases; bioassay testing materials; materials used in field monitoring for the reclaimed water and groundwater monitoring programs; plant analyzer equipment and reagents; and repair of streets.

Collection System

\$20,000

This account provides for vactor hoses, jet-rodding and root-cutting nozzles, mending couplings, manhole equipment, safety equipment and supplies, and other related items.

Environmental Compliance (Pretreatment)

\$1,500

This account provides for supplies and equipment for the Pretreatment Program, including, but not limited to: safety equipment, fire extinguishers, bottles with caps, containers for sampling, beakers, pH meter replacement parts, cleaning supplies, reagents, oxygen meter replacement parts, and separator funnels.

Account 42720: Travel, Conferences, and Meetings

\$21,700

FY 2013-14 Estimated Actual	\$12,900
FY 2013-14 Budget	\$12,900
FY 2012-13 Actual Expenditures	\$10,222

This account provides funding for attendance at conferences and meetings with local, state, and national professional associations that provide guidance and training relative to compliance with regulations affecting the Sanitation divisions. Selected staff attends seminars and workshops that provide training regarding proper and legal methods to monitor, collect, analyze, treat, reuse, and dispose of wastewater. The conferences also focus on current and proposed regulations, and emerging issues in the industry affecting wastewater management.

Administration

1 - California Water Environment Association (CWEA) Annual State Conference, San Diego, CA, April 28-May1, 2015	\$1,400
2 - Tri-State Seminar (CWEA/AWWA/NWEA), Las Vegas, Nevada, Sept. 23-25, 2014	\$1,000
1 - WEFTEC Annual Conference, New Orleans, LA., Sept. 29-Oct. 1, 2014	\$2,900

Treatment Plant

3- California Water Environment Association (CWEA) Annual State Conference, San Diego, CA, April 28-May 1, 2015	\$4,200
6 - Tri-State Seminar (CWEA/AWWA/NWEA), Las Vegas, Nevada, Sept. 23-25, 2014	\$3,000
1 - WEFTEC Annual Conference, New Orleans, LA., Sept. 29-Oct. 1, 2014	\$2,900
1- Collection Systems Annual Conference (WEF), Baltimore, MD, March 10-13, 2015	\$2,900

Environmental Compliance (Pretreatment)

1 - Tri-State Seminar (CWEA/AWWA/NWEA), Las Vegas, Nevada, Sept. 23-25, 2014	\$500
1 - California Water Environment Association (CWEA) Annual State Conference, San Diego, CA, April 28-May 1, 2015	\$1,400
2 - CWEA Northern California Pretreatment Conference, Northern California	\$1,500

Justification for proposed increase over FY 2013-14 Budget and Estimated Actual:

Increased number of attendees for the CWEA Annual and Tri-States Conferences. Added the new Annual Collection Systems Conference. Added WEFTEC Annual Conference to Assistant PW Director/Principal Engineer.

Account 42730: Training

\$10,100

FY 2013-14 Estimated Actual	\$9,000
FY 2013-14 Budget	\$9,600
FY 2012-13 Actual Expenditures	\$6,793

This account provides for attendance of selected personnel at specialized short courses and workshops to obtain the skills and knowledge necessary to manage, operate, and maintain the Sanitation Division:

Funds in this account are allocated as follows:

Administration

Professional Development	\$1,400
General Management/Supervisory/Leadership Skills	\$700

Treatment Plant/Collection System

Certification/Licensing	\$800
Regulatory Training	\$3,000
Technical/Skill Building	\$2,500
General Management/Supervisory/Leadership Skills	\$1,300

Environmental Compliance (Pretreatment)

Certification/Licensing	\$400
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Justification for proposed increase over FY 2013-14 Budget and Estimated Actual:

Additional funds are requested for general management/supervisory/leadership skills and certification/licensing training for FY 2014-15.

Account 42790: Mileage

\$600

FY 2013-14 Estimated Actual	\$600
FY 2013-14 Budget	\$600
FY 2012-13 Actual Expenditures	\$805

This account provides for mileage reimbursement for business use of personal vehicles by Sanitation Division staff.

SUBTOTAL - SUPPLIES AND MATERIALS

\$1,633,500

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services

\$274,000

FY 2013-14 Estimated Actual	\$175,000
FY 2013-14 Budget	\$231,300
FY 2012-13 Actual Expenditures	\$282,910

This account provides for professional services that are required for effective operation of the Sanitation Division:

Legislative Consultant Services \$30,600

Services to assist the City with regulatory compliance legislation and other issues affecting sanitation operations.

Investment Advisor (Sanitation Share) \$6,900

Southern California Edison Licensing Agreement \$4,000

Rate Study Consultant Service \$50,000

Services to assess and evaluate the existing sewer rates and provide recommendations to adequately fund Sanitation operation and capital costs. Services include a Rate Study Engineer's report and presentations to City Council.

Implementation of Total Maximum Daily Loads (TMDL) & National Pollutant Discharge Elimination System (NPDES) Consulting Services \$175,000

The adopted TMDL's (Pesticides, PCBs, Nitrogen Compounds, Metals, Selenium and Salts) require that monitoring, analysis, reporting, and related studies to be implemented to comply with the regulatory mandates. The Calleguas Creek TMDL Consortium member agencies, bound by a Memorandum of Understanding, contribute to the implementation efforts based upon a formula that fairly apportions the work responsibility by agency/party and determines the monetary share. As the City has non-point discharges to the Arroyo Simi from stormwater and a point discharge at the Water Quality Control Plant (WQCP), there are responsibilities within both programs. The Sanitation Fund share is specific to the point discharge at the WQCP. Consulting services are needed during the National Pollutant Discharge Elimination System (NPDES) renewal process to maintain consistency with the implementation of the TMDL's.

Efficiency Study Consultant Service \$7,500

Services to an implementation plan and timeline based on the recommendations of the Sanitation Operations Efficiency Analysis report, adopted by City Council in March 2014. Services include a draft plan for review and comment, a final plan report, and a presentation to City Council.

Justification for the increase over FY 2013-14 Budget and Estimated Actual:

Includes an addition \$50,000 for Sanitation Rate Study Consultant Services and \$7,500 for Efficiency Study.

Account 44310: Maintenance of Equipment

\$480,100

FY 2013-14 Estimated Actual	\$481,600
FY 2013-14 Budget	\$567,300
FY 2012-13 Actual Expenditures	\$448,806

This account provides for the maintenance and operation of piping systems; blowers; structures; vehicles; mechanical, electrical, and electronic equipment; and other equipment items necessary for wastewater facility operation and maintenance. The major expenditures are proposed for the Water Quality Control Plant and the Vehicle Maintenance Charges, with additional costs in the Collection System section and the Environmental Compliance Division.

Administration

Vehicle Maintenance Charges \$196,900

Treatment Plant

Mechanical and electrical equipment and parts \$170,000

Electronic components \$10,000

Pipe and pipe fittings \$25,000

Portable equipment replacement and repairs \$25,000

Coating supplies, paints, etc. \$7,000

Building supplies and materials \$5,200

Hardware \$20,000

Collection System

Mechanical, electrical, and electronic equipment \$20,000

Environmental Compliance

\$1,000

Account 44410: Maintenance of Buildings and Grounds

\$136,000

FY 2013-14 Estimated Actual	\$6,000
FY 2013-14 Budget	\$6,000
FY 2012-13 Actual Expenditures	\$5,388

The majority of the funding will be used for materials used to maintain and repair WQCP roads. Additionally, funding is needed for landscaped areas of the WQCP such as shrubs, soil conditioners, seeding and for cultivation and maintenance of oak trees.

Chemical (fertilizers, pre-emergence, and systemic treatment) \$2,000

Oak tree maintenance and landscape replacement of grass and shrub areas with drought tolerant plants \$4,000

Asphalt Road Repair/Replacement \$130,000

Justification for proposed increase over FY 2013-14 Budget and Estimated Actual:

The WQCP's asphalt roads are in serious need of repair. Many roads have large cracks and patch work has been ongoing. Heavy equipment and large vehicles travel constantly throughout the plant and have contributed to road deterioration.

Account 44490: Other Contract Services

\$622,800

FY 2013-14 Estimated Actual	\$550,000
FY 2013-14 Budget	\$634,600
FY 2012-13 Actual Expenditures	\$566,856

This account provides for various contracted services that are required throughout the year:

<u>Administration</u>		\$89,500
Zone 39 - Contribution to City-owned landscape	\$24,600	
High-speed data connection (Sanitation share)	\$50,000	
Investment Services (SymPro) (Sanitation share)	\$2,100	
Brinks (Sanitation share)	\$2,800	
SB709 - Administrative fees	\$10,000	
<u>Annual Permit Fees</u>		\$85,000
Ventura County Fire Department - hazardous materials	\$5,000	
NPDES permit and renewal application	\$50,000	
Wastewater Discharge Requirements Collection System Permit	\$9,000	
RWQCB - Environmental Compliance	\$10,000	
Air Pollution Control District permit to operate	\$5,000	
Department of Health Services - Laboratory renewal	\$4,000	
Air Pollution Control District - air toxic hot spots	\$2,000	
<u>WQCP</u>		
Technical assistance		\$10,000
For specialized machinery, motors, and pump equipment, and related equipment, such as control valves, pressure regulating valves, emergency shut-off valves, pressure differential regulators, pressure gauges, and metering equipment, as needed.		
<u>Consulting Services</u>		\$17,000
To provide in-stream sampling analysis for bio assessment monitoring requirements in the Treatment Plant's NPDES permit.		
<u>Outside laboratory work</u>		\$70,000
Acute chronic bioassay, toxicity identification evaluations, special organic solvent analysis, and gas content testing required by the RWQCB in the WQCP's NPDES permit.		
<u>Outside annual electrical evaluation and maintenance for all main motor control center switchgear performed by a licensed electrical contractor. This evaluation tests motor control panels and load center functioning with trip set points. It detects weak links in the system through infrared scans and sets alarm set points on electrical switchgear and breaker switch equipment against load. It also provides Arc Flash analysis when changes or additions to the study area is necessary.</u>		\$10,000
<u>Uninterruptible Power Supply (UPS) stations</u>		\$1,500
Provides technical support and annual upkeep on five stations		
<u>Fire and burglar alarm monitoring service</u>		\$5,500
<u>Disposal fees</u>		\$50,000

**FY 2014-15
REQUEST**

Backflow prevention device testing	\$1,000	
Landscape Maintenance Contract for lawns and planters at the WQCP	\$5,000	
Laboratory equipment calibration	\$2,000	
Crane inspection/certification Annual certification (required) of one mobile crane and a number of fixed cranes throughout the Plant	\$5,000	
Emergency Generator Preventative maintenance	\$10,000	
Contract welding services	\$5,000	
Annual Boiler Maintenance	\$6,500	
WQCP minor repairs, including repairing/replacing buried plant drain lines, water line repairs, concrete repair/replacement, and leak repair.	\$10,000	
Fire extinguisher and quarterly testing of fire alarms and sprinkler systems, annual fire extinguisher certification, recharge, and testing.	\$2,200	
		\$105,000
Predictive Maintenance Program that factors in equipment maintenance and repair history in order to anticipate equipment that is due for overhaul and scheduled work. The following list includes WQCP process and plant equipment that is scheduled for repair:		
Vertical turbine pumps	\$5,000	
Digesters (gas compressors, hex units)	\$25,000	
Submersible pumps	\$15,000	
HVAC system maintenance	\$15,000	
Building ceiling repairs	\$5,000	
Electrical Vault Replacement Project (Last Phase)	\$40,000	
Potential emergency repairs may be required for the following equipment based on equipment age and increasing unplanned maintenance needs:		\$28,000
Vertical turbine pumps	\$8,000	
Aerated grit pumps	\$10,000	
Electric motors	\$5,000	
Secondary clarifier drive	\$5,000	
SCADA/CMMS		\$26,700
SCADA administration and documentation technical support	\$5,000	
Computerized Maintenance Management System annual renewal of inventory support license (Sanitation share)	\$11,300	
Computerized Maintenance Management System inventory software technical support	\$10,000	
Win 911 SCADA alarming annual renewal of support license	\$400	
<u>Collection System</u>		\$57,900
CUES annual license renewal	\$2,000	

**FY 2014-15
REQUEST**

Emergency sewer line repairs and contingencies:	
Gas detector maintenance	\$900
Emergency manhole and sewer line repairs	\$40,000
Sewer line root killer applications	\$10,000
Sewer line contract roach spraying	\$5,000

Environmental Compliance (Pretreatment) \$20,000

Outside laboratory work for volatile organics analysis and split sampling for the Quality Control Program, analyses for monitoring industrial and commercial discharges, and trunkline monitoring program. Continued local limit monitoring for nitrates, nitrites, and sulfates, total dissolved solids, and halomethanes.

Justification for proposed increase over FY 2013-14 and Estimated Actual:

Contract services required in FY2013-14 were less than anticipated. Expenditure levels were evaluated for FY 2014-15 and as a result, a reduced budget appropriation is requested for FY 2014-15.

Account 44590: Insurance Charges \$285,200

FY 2013-14 Estimated Actual	\$258,500
FY 2013-14 Budget	\$258,500
FY 2012-13 Actual Expenditures	\$182,100

This account provides for premium payments to the Liability Insurance Fund.

Account 49807: Transfer to GIS Operations \$0

FY 2013-14 Estimated Actual	\$28,500
FY 2013-14 Budget	\$28,500
FY 2012-13 Actual Expenditures	\$28,500

This account provides for payments to the Financial Information Systems Operations and Capital Funds.

Account 49809: Transfer to FIS Operations \$0

FY 2013-14 Estimated Actual	\$19,600
FY 2013-14 Budget	\$19,600
FY 2012-13 Actual Expenditures	\$19,600

This account provides for transfers to the internal service fund that supports the City's Financial Information Systems.

SUBTOTAL - SERVICES: \$1,798,100

CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund \$2,140,200

FY 2013-14 Estimated Actual	\$2,127,800
FY 2013-14 Budget	\$2,127,800
FY 2012-13 Actual Expenditures	\$2,313,600

This account provides for a reimbursement to the General Fund based on the Cost Allocation Plan.

**FY 2014-15
REQUEST**

Account 46600: Transfer to Streets and Roads

\$90,000

FY 2013-14 Estimated Actual	\$78,300
FY 2013-14 Budget	\$78,300
FY 2012-13 Actual Expenditures	\$198,333

This account provides funding for the raising of manholes associated with the Streets and Roads Program.

Account 49648: Transfer to Computer Equipment Replacement Fund

\$0

FY 2013-14 Estimated Actual	\$69,200
FY 2013-14 Budget	\$69,200
FY 2012-13 Actual Expenditures	\$67,200

This account provides for transfer to the Computer Equipment Replacement Fund.

Account 49649: Transfer to GIS/Permits Capital Fund

\$0

FY 2013-14 Estimated Actual	\$57,000
FY 2013-14 Budget	\$57,000
FY 2012-13 Actual Expenditures	\$57,000

This account provides for transfer to the Geographic Information Systems and Permits Fund.

Account 49656: Transfer to FIS Capital Fund

\$0

FY 2013-14 Estimated Actual	\$26,800
FY 2013-14 Budget	\$26,800
FY 2012-13 Actual Expenditures	\$26,800

This account provides for transfer to the Financial Information Systems Fund.

Account 49297: Transfer to Retiree Medical Benefits Fund

\$122,200

FY 2013-14 Estimated Actual	\$106,300
FY 2013-14 Budget	\$106,300
FY 2012-13 Actual Expenditures	\$105,500

This account is for transfer to the Retiree Benefits Fund. Proceeds are used to pay for post-retirement benefits granted to retired City employees.

Account 49702: Transfer to Vehicle Replacement Reserve

\$184,300

FY 2013-14 Estimated Actual	\$337,700
FY 2013-14 Budget	\$337,700
FY 2012-13 Actual Expenditures	\$265,800

This account provides funding for replacement of vehicles and other rolling stock used by the Sanitation Division.

Account 49702: Transfer to Replacement Reserve

\$1,725,000

FY 2013-14 Estimated Actual	\$1,975,000
FY 2013-14 Budget	\$1,975,000
FY 2012-13 Actual Expenditures	\$2,975,000

This account provides funding for both plant and sewerline rehabilitation and replacement activities.

CAPITAL OUTLAY

Account 47020: Furnishings & Equipment \$35,000

FY 2013-14 Estimated Actual	\$131,500
FY 2013-14 Budget	\$131,500
FY 2012-13 Actual Expenditures	\$6,229

This account provides funding for the purchase of four replacement dissolved oxygen probes and controllers and a replacement microscope with digital recording.

Account 47030: Vehicles \$34,000

FY 2013-14 Estimated Actual	\$21,000
FY 2013-14 Budget	\$21,000
FY 2012-13 Actual Expenditures	\$0

This account provides funding for two general utility vehicles.

SUBTOTAL - CURRENT EXPENSES \$7,693,300

SUBTOTAL - CAPITAL OUTLAY \$69,000

TOTAL - OPERATIONS FUND \$7,762,300

REPLACEMENT RESERVE PROJECTS - SEWERLINE

Account 48600: Sewerline Replacement Projects \$930,000

FY 2013-14 Estimated Actual	\$3,274,300
FY 2013-14 Budget	\$4,934,300
FY 2012-13 Actual Expenditures	\$1,285,867

A. Annual Sewerline Assessment \$100,000

The approved Sanitation Asset Reliability Assessment and Financial Plan recommended inspecting and reviewing sewerlines every five years in order to evaluate replacement priorities. The original sewer system was installed in the early 1960s and has been in service for more than 50 years. The program inspects and evaluates one-fifth the City's sewer system each year. While the majority of the camera inspection and evaluation work is proposed to be done with City staff, the larger sewer trunk lines require specialized equipment and skills that are most cost-effective to accomplish by contract.

B. 24-36 inch Sewerline \$30,000

Rehabilitate 412 feet of 24 to 36-inch asbestos cement sewer trunk line in Easy Street, 528 feet of 24-inch asbestos cement pipe sewer trunk line in Fifth Street, and 356 feet of 24-inch asbestos cement sewer trunk line in Ventura Avenue. The primary rehabilitation mode will be cured-in-place slip liner. Design is scheduled to be completed in January 2016 and construction (\$950,000) is expected to be completed in November 2016.

- C. Cochran/Erringer Sewerline \$50,000
 Rehabilitate 3,900 feet of 10 to 14-inch asbestos cement sewer trunk line in Cochran Street between Marvel Avenue and Galena Avenue, Erringer Road between 118 Freeway and Cochran Street, Bolivar Court, Elizondo Avenue, Heywood Street, Rosalie Street, in an easement east of Stow Street, in an easement south of Tapo Street, and in an easement south of Easy Street. The primary rehabilitation mode will be cured-in-place slip liner. Design is scheduled to be completed in February 2015 and construction (\$940,000) is expected to be completed in November 2016.
- D. Racine Street Sewerline \$150,000
 Rehabilitate 1,500 feet of 8-inch asbestos cement sewer line on Racine Street between Lindale Avenue and Waldo Avenue. The primary rehabilitation mode will be cured-in-place slip liner. No open trenching will be required. Design is scheduled to be completed in June 2014 and construction is expected to be completed in December 2015.
- E. Sycamore (Niles-Heywood) \$600,000
 Rehabilitate 1,800 feet of 12 to 14-inch asbestos cement sewer trunk line on Sycamore Drive between Niles Street and Heywood Street. The primary rehabilitation mode will be cured-in-place slip liner, although some open trenching may be required to correct sags. Design is scheduled to be completed in November 2014 and construction is expected to be completed in August 2015.

TOTAL - SEWERLINE REPLACEMENT RESERVE PROJECTS

\$930,000

REPLACEMENT RESERVE PROJECTS - PLANT

Account 48500: Replacement Reserve Projects

\$1,625,000

FY 2013-14 Estimated Actual	\$4,657,700
FY 2013-14 Budget	\$4,751,600
FY 2012-13 Actual Expenditures	\$616,284

- F. Electrical Equipment Replacement \$1,475,000
 Replace the electrical power distribution equipment at the Water Quality Control Plant. A 2011 Arc Flash Study determined that the equipment, which has been in service for more than 40 years, must be replaced. The first phase involves preliminary engineering and developing a design strategy. Design for the first phase of the construction was completed in February 2013 and construction for the first phase is expected to be completed in March 2014. The second phase design is scheduled to be completed in June 2013 and its construction is expected to be completed in July 2014. The entire project may be completed by mid-2015.

G Warehouse \$50,000

Warehousing is needed at the Public Services Center (PSC). Currently, decentralized storage locations are used in areas throughout the property, such as twenty-three sites maintained by the Sanitation Division. A centralized warehouse would provide a single receiving area, proper storage, inventory controls, and security. The current inadequate storage has led to material losses, multiple parts ordering, inventory damage, and inefficient inventory auditing. Due to the nature of Public Works, some replacement parts must be stored for extended periods, to assure continuous operations may be sustained even if an expected mechanical failure occurs. The first step is to conduct a design study to determine the need, funding equity, location, and configuration of a warehouse. The cost estimate for construction is uncertain, pending such study. A placeholder of \$800,000 is programmed. Design study is scheduled to be completed in March 2015.

H SCADA System Upgrade \$100,000

Replace the four main system server computers that support the SCADA system and upgrade the Wonderware Operating system to allow adding the functions of the newly installed electrical power system equipment. The servers will be relocated to a new computer room with ventilation and backup power supply to be constructed in the Main Electrical Building. A consultant will be selected to design the new server room and modifications to relocate the servers from their existing location. The consultant will also upgrade the Wonderware operating system and provide programming to incorporate the controls and monitoring features of the new electrical power system equipment. Design is scheduled to be completed in May 2015 and the construction and upgrades (\$250,000) are expected to be completed in June 2016.

TOTAL - WQCP REPLACEMENT RESERVE PROJECTS

\$1,625,000

PLANT EXPANSION/UPGRADE AND TRUNKLINE PROJECTS

Account 48500: Replacement Reserve Projects

\$390,000

FY 2013-14 Estimated Actual	\$329,800
FY 2013-14 Budget	\$329,800
FY 2012-13 Actual Expenditures	\$42,660

I. Building Seismic Retrofit \$390,000

Upgrades to the Bar Screen Building, Operations Building, Chlorination Buildings, Westside Electrical Building, and Digester Control Building to meet current seismic code requirements. The Asset Management Plan recommends structural repairs to provide adequate roof anchorage and other seismic safety improvements. Earthquake reliability is crucial to ensure continuous operation of the facility. Design is scheduled for completion in January 2015 and construction is scheduled is expected to be completed November 2015.

TOTAL - WQCP PLANT EXPANSION/UPGRADE PROJECTS

\$390,000

**SANITATION FUND
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for 6 months for One Instrumentation Technician (Vacant)
TOTAL: \$49,600
ACCOUNT: 4240-Salaries and Benefits
PRIORITY: 6

SAVINGS BREAKDOWN	
<u>Personnel</u>	
Salaries and Benefits	\$49,600
TOTAL:	\$49,600

One Instrumentation Technician position is currently vacant in the Sanitation Division. In reviewing the Division's operation, it has been determined that present staffing levels may be minimally sufficient to meet the existing workload. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored.

**SANITATION FUND
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for 6 months for Collections System Technician (Vacant)
TOTAL: \$43,600
ACCOUNT: 4210-Salaries and Benefits
PRIORITY: 7

SAVINGS BREAKDOWN		
<u>Personnel</u>		
	Salaries and Benefits	\$43,600
TOTAL:		<u>\$43,600</u>

One Collections Systems Technician position is currently vacant in the Sanitation Division. In reviewing the Division's operation, it has been determined that present staffing levels may be minimally sufficient to meet the existing workload. However, on a long-term basis, it should be noted that a reduction of staff might result in a lower level of customer service and longer response times for work requests. The workload associated with this position will continue to be monitored.

**SANITATION FUND
FY 2014-15 POLICY ITEM PROPOSAL**

TITLE: Purchase of Paint Spray Booth
REQUEST: \$8,000
ACCOUNT: 700-4240-47020
PRIORITY: 1

COST BREAKDOWN	
<u>Capital Outlay</u>	
Furnishings and Equipment	\$8,000
TOTAL:	\$8,000

Currently, the Sanitation Industrial Painter spray paints Plant process equipment in a temporary spray booth fabricated using vinyl tarps to minimize dust contamination and over-spray problems. Suitable conditions for paint spraying are constantly compromised by blowing dust and debris and often the equipment must be re-sprayed because of this environment. When it rains, the area is almost impossible to access because of muddy conditions. During these periods, coating of equipment is performed manually, a very inefficient and time-consuming method of applying protective coatings.

A paint spray booth is needed to provide the Industrial Painter with a safe and clean environment in which to perform work and to maximize efficiency and productivity. A paint booth would contain the over-spray, prevent dirt and dust from entering the painting area, and protect both the Painter and those nearby from hazardous fumes.

**SANITATION FUND
FY 2014-15 POLICY ITEM PROPOSAL**

TITLE: Purchase of Lite Stick Camera
REQUEST: \$19,000
ACCOUNT: 700-4240-47020
PRIORITY: 2

COST BREAKDOWN	
<u>Capital Outlay</u>	
Furnishings and Equipment	\$19,000
TOTAL:	<u>\$19,000</u>

The Sanitation Division/Collection System Section requests to purchase a new Lite Stick Camera for the Collection System Inspection Vehicle. This camera is wireless and allows the operator to lower the camera into the sewer for a quick view of the manhole and sewer line conditions. This new camera can be used in conjunction with the existing video inspection camera (CCTV) and allow crews to complete a quick thorough inspection of the manholes.

The Lite Stick Camera would eliminate the need for crews to perform confined space entries in order to view and record manhole conditions. Its ease of use would also improve productivity. This camera provides high quality videos and photographs to assist Collection crews and Engineering in remaining current with Sewer System Management Plan (SSMP) requirements to video record the City's entire collection system every five (5) years.

WATERWORKS

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8
PROPOSED BUDGET SUPPORTING INFORMATION
FY 2014-15**

**FY 2014-15
REQUEST**

CURRENT EXPENSES - SUPPLIES AND MATERIALS

Account 42100: Utilities

\$766,800

FY 2013-14 Estimated Actual	\$710,000
FY 2013-14 Budget	\$740,000
FY 2012-13 Actual Expenditures	\$720,921

This account funds electrical and natural gas costs for the various pumping facilities that are operated by the District. The major expense in this account relates to the purchase of power.

Justification for increase over FY2013-14 Estimated Actual:

A 8% increase over the estimated actual amount is requested for FY 2014-15 due to anticipated electrical rate increases .

Account 42150: Communications

\$36,600

FY 2013-14 Estimated Actual	\$34,600
FY 2013-14 Budget	\$36,600
FY 2012-13 Actual Expenditures	\$30,848

This account provides for the cost of telecommunications lines, cellular phone monthly billings, and field communication devices as follows:

Cellular telephones	\$3,600
Field communication devices	\$1,800
Telecommunications lines	\$1,800
Two-Way Radio System Support	\$29,400

Justification for increase over FY2013-14 Estimated Actual:

Communication costs vary slightly dependent on usage.

Account 42230: Office Supplies

\$11,000

FY 2013-14 Estimated Actual	\$9,000
FY 2013-14 Budget	\$11,000
FY 2012-13 Actual Expenditures	\$9,091

This account provides for normal office operating expenses, paper stock and related supplies, computer supplies, minor personal computer maintenance, repairs, etc.

Administration	\$5,000
Utility Billing (door hangers and supplies)	\$6,000

Justification for increase over FY2013-14 Estimated Actual:

Some purchases were deferred during FY 2013-13. Funding is requested at the same level as FY 2013-14 for anticipated purchases.

**FY 2014-15
REQUEST**

Account 42235: Furnishings and Equipment (non-capital)

\$15,000

FY 2013-14 Estimated Actual	\$800
FY 2013-14 Budget	\$800
FY 2012-13 Actual Expenditures	\$0

This account provides for the purchase of:

Light Bar and Tool box for Replacement Vehicles #458,461 and 442 (\$2,400/each)	\$7,200
Light bar for Replacement Vehicle #449	\$2,000
Light Bar and Transfer of existing crane to Replacement vehicle #473	\$4,000
Three desk chairs for office staff (\$600/each)	\$1,800

Account 42310: Rentals

\$2,000

FY 2013-14 Estimated Actual	\$1,500
FY 2013-14 Budget	\$2,000
FY 2012-13 Actual Expenditures	\$269

This account provides for the rental of specialized equipment. The infrequent use of this equipment makes it more cost effective to rent than purchase. Air compressors, generators, concrete saws, vibraplates, portable pumps, piping, compactors, and trenchers are examples of equipment that is rented.

Justification for increase over FY2013-14 Estimated Actual:

The amount and cost of specialized rental equipment changes from year-to-year based on projects undertaken by the District. A minimum of \$2,000 is budgeted each year to cover anticipated needs.

Account 42410: Uniforms and Clothing

\$12,500

FY 2013-14 Estimated Actual	\$12,500
FY 2013-14 Budget	\$11,400
FY 2012-13 Actual Expenditures	\$8,788

This account provides for the purchase and cleaning of uniforms and the purchase of safety boots per contract. The account also provides for rain gear, uniform shorts, rubber boots, and other safety equipment.

Justification for increase over FY2013-14 Budget and Estimated Actual:

The FY 2014-15 budget includes an increase in boot allowance as agreed to in the Memorandum of Agreement between the City of Simi Valley and Service Employees International Union.

Account 42440: Memberships and Dues

\$13,100

FY 2013-14 Estimated Actual	\$16,500
FY 2013-14 Budget	\$16,500
FY 2012-13 Actual Expenditures	\$15,223

This account provides for memberships and licenses in the following:

California Urban Water Conservation Council	\$3,800
American Public Works Association (APWA)	\$400
American Society of Civil Engineers	\$300
American Water Works Association (AWWA)	\$1,200
Association of Water Agencies (AWA)	\$5,000
Operator Certificates	\$1,600
AWA Annual Meeting Sponsorship	\$400
California Board of Professional Engineers License	\$300
Utility Billings Group	\$100

Account 42450: Subscriptions and Books

\$2,100

FY 2013-14 Estimated Actual	\$1,100
FY 2013-14 Budget	\$1,800
FY 2012-13 Actual Expenditures	\$1,176

This account provides for journals and other reference materials related to the operation of the District.

Water system hydraulic analyses	\$100
Safe drinking water books	\$100
AWWA water standards subscription	\$600
Water quality manuals	\$100
Water Use Efficiency Guidebooks	\$100
Technical CD-ROMs	\$600
AWWA Manual of Water Practice updates	\$200
Water Law Reporter	\$200
Utility Billing/Customer Relations publications	\$100

Justification for increase over FY2013-14 Budget and Estimated Actual:

Some purchases were deferred during FY 2013-14. Funding is requested at the same level as FY 2013-14 for cost increases and anticipated purchases.

Account 42520: Meters

\$452,100

FY 2013-14 Estimated Actual	\$452,100
FY 2013-14 Budget	\$452,100
FY 2012-13 Actual Expenditures	\$452,287

This account provides for meters and appurtenant items that are required to meet the development and operational needs of the Water District. Operational needs include a meter replacement program that increases the accuracy of meters in the system. A total of 1,694 meters are identified for replacement in FY 2014-15. New developments will require 40 new meters. For FY 2014-15 an allocation is also included for retrofitting of existing meters with automated meter reading mechanisms. The proposed meter purchases are as follows:

4 Large meters @ \$1,725 each	\$6,900
50 1.5 inch replacement meters @ \$484 each	\$24,200
100 1 inch replacement meters @ \$299 each	\$29,900
1500 3/4 inch replacement meters @ \$253 each	\$379,500
40 3/4 inch - 2 inch meters for new developments @ \$290 each (to be recovered from developer fees)	\$11,600

Account 42540: Water Purchase

\$27,758,600

FY 2013-14 Estimated Actual	\$28,806,900
FY 2013-14 Budget	\$27,205,000
FY 2012-13 Actual Expenditures	\$26,382,535

This account provides for purchasing imported portable water from Calleguas Municipal Water District (Calleguas).

Justification for increase over FY2013-14 Budget and Estimated Actual:

Calleguas forecasts a 4% water rate increase commencing January 1, 2015. Water purchase quantities are projected to be 11,000 acre-feet from July to December 2014 and 9,280 acre-feet from January to June 2015 a slight decrease from the current consumption due to increase water conservation outreach and response. Though the price is increasing, the decreased projected consumption results in a lower total cost.

Account 42541: Recycled Water Purchase

\$52,000

FY 2013-14 Estimated Actual	\$53,000
FY 2013-14 Budget	\$48,000
FY 2012-13 Actual Expenditures	\$39,457

This account provides for the purchase of recycled water from the Calleguas Municipal Water District.

Justification for increase over FY2013-14 Budget and Estimated Actual:

Recycled water is in high demand due to the dry conditions, so greater demand is expected to continue.

Account 42550: Small Tools/Equipment

\$16,500

FY 2013-14 Estimated Actual	\$16,500
FY 2013-14 Budget	\$16,500
FY 2012-13 Actual Expenditures	\$12,550

This account provides for the purchase of tools, fittings, and safety items.

Account 42560: Operating Supplies

\$156,500

FY 2013-14 Estimated Actual	\$157,800
FY 2013-14 Budget	\$167,800
FY 2012-13 Actual Expenditures	\$181,217

This account provides for supplies used in the maintenance and operation of the District's facilities, including chemicals, oils, grease, and related items for operation of pumps, and motors as follows:

<u>Administration</u>		\$77,000
<u>Public Information, Education and Outreach Program</u>	\$27,000	
Funding to develop public information, education and outreach materials, such as media advertising, bill inserts, direct mailers, newsletters, brochures, workbooks, handouts, demonstration tools, water use efficiency kits, workshop materials/instruction and promotional items.		
<u>Landscape Water Use Efficiency Program</u>	\$50,000	
Funding for water use surveys, water-wise gardening plants, and signs, as well as water use efficiency devices such as smart controllers, rain shut-off valves, flow sensors, master valves, and rotating sprinkler head nozzles. These surveys, materials and equipment may be provided to residential, commercial, industrial and institutional water customers.		
<u>Operations</u>		\$79,500
Maintenance of facilities	\$23,000	
Treatment Plant	\$56,500	

Account 42720: Travel, Conferences, and Meetings

\$5,800

FY 2013-14 Estimated Actual	\$2,600
FY 2013-14 Budget	\$3,600
FY 2012-13 Actual Expenditures	\$3,741

This account provides funds for meetings with local, state, and related entities relative to the District's operations, engineering, regulations, and grant programs. This account also provides for attendance by selected personnel at conferences, seminars, and workshops that pertain directly to operations, engineering, and reclaimed water issues.

Administration

1 AWWA Spring 2014 Conference Anaheim, CA (Deputy Director)	\$1,600
1 EPA Water Sense - Water Smart Conference, Las Vegas, NV	\$1,500

Engineering

18 AWA Workshops/Seminars, local	\$600
2 AWA or APWA Symposium/Workshop, local	\$400

Operations

4 CWEA Tri-State Conference, Las Vegas, NV. (Supervisors and General Unit employees), Sept.23-25 2015	\$1,700
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Justification for proposed increase over FY 2013-14 Budget and Estimated Actual:

During FY 2013-14, some workshops and seminars were deferred. Additional funds in the amount of \$500 were added for the EPA Water Sense Conference and a new item was added for CWEA Tri State Conference \$1,700.

Account 42730: Training

\$24,600

FY 2013-14 Estimated Actual	\$7,800
FY 2013-14 Budget	\$12,900
FY 2012-13 Actual Expenditures	\$8,640

This account provides for attendance of selected personnel at specialized short courses to obtain expertise and training of direct benefit to District Operations.

<u>Administration</u>		\$2,900
General Management/Supervisory/Leadership Skills	\$500	
Certification/Licensing	\$1,500	
Professional Development	\$900	
<u>Operations and Maintenance</u>		\$20,000
Regulatory Training	\$6,000	
Technical/Skill Building	\$14,000	
<u>District Engineering</u>		\$1,300
Certification/Licensing	\$300	
Professional Development	\$1,000	
Technical/Skill Building	\$0	
<u>Customer Service and Utility Billing</u>		\$400
Professional Development		\$400

Justification for proposed increase over FY 2013-14 Budget and Estimated Actual:

During FY 2013-14, some training was deferred. New training was included for Water Use Efficiency (\$1,500), Water Conservation workshops and seminars (\$900), Hansen Training (\$3,500), and Hansen Training for GIS (\$2,000).

Account 42790: Mileage

\$500

FY 2013-14 Estimated Actual	\$400
FY 2013-14 Budget	\$1,000
FY 2012-13 Actual Expenditures	\$0

This account provides for employee mileage reimbursement for personal vehicle usage on District business.

Justification for proposed increase over FY 2013-14 Budget and Estimated Actual:

Travel and training restrictions resulted in reduced mileage usage in FY 2013-14.

SUBTOTAL - SUPPLIES AND MATERIALS

\$29,325,700

CURRENT EXPENSES - SERVICES

Account 44010: Professional and Special Services

\$402,200

FY 2013-14 Estimated Actual	\$333,100
FY 2013-14 Budget	\$406,500
FY 2012-13 Actual Expenditures	\$184,249

This account provides for professional services that are required in the Waterworks District operation. These services include:

Administration/Engineering \$222,700

Engineering services and special studies \$27,500

This amount provides for mapping updates, geodatabase data conversion, map drawer conversion, GIS mapping, special studies, and water use audits needed to assist staff in the coordination and administration of District projects, District mapping and analysis of proposed development projects and programs.

Plan check and construction inspection \$5,000

This amount provides for plan checks and construction inspections needed to support the review of design and construction of residential and commercial land development projects. This also provides for computer hydraulic analysis of the impacts of proposed new developments and for sizing required water facilities. This item is funded from revenues previously collected from development projects for this purpose.

Legislative consultant services \$11,100
District share of costs

Investment Advisor (Waterworks Share) \$16,600

This funds a portion of a contracted Investment Advisor to assist the City in maximizing investment returns. This cost will be split proportionally by fund size amongst the General Fund, Sanitation Fund, and Waterworks Fund.

Rights-of-Way Consulting Services \$10,000

This item provides the District Engineering Section with real estate services on an as-needed basis that are necessary to resolve a wide variety of easement and property ownership issues. Real estate issues routinely occur as a result of requests from citizens and developers that the District vacate or accept easements necessary for the completion of development projects. Real estate services are also required from time to time by District staff to research titles, easements, and chain of title for the construction of capital projects including the District's earthquake repair project.

Consumer Confidence (Water Quality) Report \$3,000

This account will provide funds for assistance in preparation of a federally mandated annual report.

Urban Water Management and Water Conservation Plans \$60,000

Ventura County Waterworks District No. 8, as an urban water supplier, is required by the Urban Water Management Planning Act to prepare and update its Urban Water Management Plan (UWMP) every five years. The Water Conservation Act of 2010 requires that a Water Conservation Plan to achieve 20% water use reduction by 2020, be included in the UWMP. These Plans are required to retain eligibility for California Department of Water Resources and State Water Resources Control Board administered state grants, loans and drought assistance.

California Urban Water Conservation Council BMP Implementation Report \$20,000

Funding for professional engineering services to evaluate water savings goals, perform report-required studies, recommend best compliance options, implement new best management practice (BMP) requirements, and prepare the biennial California Urban Water Conservation Council BMP Report.

Regional Urban Landscape Efficiency Program Project \$56,400

Funding for one-year of the three-year Ventura County Regional Urban Landscape Efficiency (RULE) Program Project Agreement. The RULE Program is one component of a multi-program, three-year, Proposition 84 Integrated Regional Water Management Implementation Grant from the California Department of Water Resources, for Watersheds Coalition of Ventura County water enhancement projects. The RULE Program Project is designed to maximize water savings by bundling landscape surveys with installation of water efficient technologies, including weather-based "smart" irrigation controllers and low precipitation rate irrigation nozzles. The District Board approved this RULE Program Project on Nov. 19, 2012. The City of Oxnard, Lead Agency, approved Project Participant Agreement on Jan. 14, 2014. This completes the three-year funding for this agreement.

<u>Watersheds Coalition of Ventura County</u>	\$13,100	
<p>This is a coalition of water purveyors and water interests in Ventura County. Its primary purpose is to write, update and maintain the Integrated Regional Water Management Plan (IRWMP) for the region, our region being Ventura County. The IRWMP is an important planning document that provides for integrated water resource projects and programs, and is also a necessary documents to compete for and attain grant funding, such as from the two California Water Bonds.</p>		
 <u>Operations</u>		 \$76,400
 <u>Cross connections</u>	 \$22,700	
<p>This amount will fund the County of Ventura Resources Management Agency Cross-Connection Control Program.</p>		
 <u>Surveying and Engineering Services</u>	 \$20,000	
<p>Funds will be used to continue a time of use program for energy conservation and off-peak pumping. This program is integrated into the SCADA system that controls the pumps and monitors electricity usage. Survey and GPS water assets, such as water meters, fire hydrants, and valves. Four @ \$5,000 each.</p>		
 <u>Large water systems fee</u>	 \$20,000	
<p>This amount will provide for fees required by the California Health Department.</p>		
 <u>Ventura County Public Works Encroachment Permit</u>	 \$1,200	
<p>This account will provide for the County of Ventura Public Works Agency annual permit for utility work done in unincorporated areas of the District.</p>		
 <u>Water Sampling</u>	 \$12,500	
<p>This amount provides for water sampling required by the State of California Health Department. Water samples are collected monthly and quarterly as prescribed by Title 22 of the Administrative Code. New regulations required sixteen samples to be collected every 60 days, and new weekly sampling of the Tapo Canyon Treatment Plant (\$6,500)..</p>		
 <u>Utility Billing</u>		 \$103,100
 <u>Pay Mode Services</u>	 \$6,000	
<p>This service serves as a link etween the City of Simi Valley and the payment networks that route electronically initiated payments such as home banking. This amount reflects the cost of utilizing electronic processing services via the customers banking institutions.</p>		
 <u>On-line Bill Pay</u>	 \$10,200	
<p>This service serves as a link between the City of Simi Valley and the payment networks that route electronically initiated payments such as home banking. This amount reflects the cost of utilizing electronic processing services via the customers banking institutions.</p>		

<u>EPX/payments</u>	\$39,600
Processing fees charged by the bank for the online payments. When customers make payments on the online bill payment site, credit/debit or e-check, the bank charges the City processing fees.	
<u>Credit Card Services</u>	\$16,200
This service allows District customers to pay their utility bills via credit card in person or over the telephone.	
<u>Regulus Lockbox Services</u>	\$26,000
This service processes the majority of District payments and provides customers with a non-electronic payment method.	
<u>Sympro Software Maintenance</u>	\$2,100
Annual maintenance for interest income software.	
<u>Brinks Armored Services</u>	\$3,000
Armored car service for bank deposits.	

Justification for proposed increase over FY 2013-14 Estimated Actual:

The proposed increase reflects in increase in water sampling costs, surveying and engineering services, and the addition of the Urban Water Management and Water Conservation Plans.

Account 44012: Outside Legal Services

\$2,500

FY 2013-14 Estimated Actual	\$0
FY 2013-14 Budget	\$0
FY 2012-13 Actual Expenditures	\$0

This account provides for outside legal services that are required in the Waterworks District operation.

Account 44310: Maintenance of Equipment

\$463,100

FY 2013-14 Estimated Actual	\$448,800
FY 2013-14 Budget	\$459,800
FY 2012-13 Actual Expenditures	\$403,366

This account provides for the maintenance of the distribution system, vehicles, and various items of equipment.

Pipeline Materials	\$179,600
Sand, gravel, asphalt, and concrete	\$35,000
Electrical parts and materials	\$25,000
Construction and welding contractors	\$50,000
Equipment repair	\$44,600
Radio maintenance	\$4,500
Reimbursement for vehicle maintenance	\$124,400

Justification for proposed increase over FY 2013-14 Budget and Estimated Actual:

The FY 2014-15 budget includes in increase of \$3,300 for the reimbursement for vehicle maintenance.

Account 44410: Maintenance of Buildings and Grounds

\$5,000

FY 2013-14 Estimated Actual	\$4,400
FY 2013-14 Budget	\$5,000
FY 2012-13 Actual Expenditures	\$11,984

This account provides for materials used in the maintenance of buildings and grounds such as wood, crushed rock, paint, cleaning materials, and fence materials.

Account 44490: Other Contract Services

\$397,700

FY 2013-14 Estimated Actual	\$332,700
FY 2013-14 Budget	\$362,700
FY 2012-13 Actual Expenditures	\$226,595

This account provides for contract maintenance of District facilities including:

<u>Administration/Engineering</u>		\$74,600
High-speed data connection (Waterworks Share)	\$50,000	
Zone 39 improvement support	\$24,600	
<u>Operations</u>		\$244,100
Underground service alert	\$2,900	
Landscaping	\$50,000	
After hours emergency call services	\$2,000	
Landfill	\$6,000	
Pump repair	\$25,000	
Pipelines Standard	\$30,000	
Pipelines Emergency	\$85,000	
Annual maintenance of meter reading system	\$10,200	
Annual renewal of SCADA software license	\$14,200	
Annual renewal of CMMS software license	\$11,300	
Monitoring of intrusion alarms	\$1,000	
Annual renewal of Water Model software license	\$1,500	
Annual renewal of mapping software license	\$5,000	
<u>Utility Billing</u>		\$79,000
Utility Billing bulk mail services and postage		\$79,000

Justification for proposed increase over FY 2013-14 Budget and Estimated Actual:

The FY 2014-15 budget includes an increase of \$5,000 for pump repairs.

Account 44491: Transfer to FIS Operations

\$0

FY 2013-14 Estimated Actual	\$23,700
FY 2013-14 Budget	\$23,700
FY 2012-13 Actual Expenditures	\$23,700

This account provides for transfers to the internal service fund that supports the City's Financial Information Systems.

Account 44492: Transfer to GIS Operations

\$0

FY 2013-14 Estimated Actual	\$33,500
FY 2013-14 Budget	\$33,500
FY 2012-13 Actual Expenditures	\$33,500

This account provides for payments to the Geographic Information Systems Operations and Capital Funds.

**FY 2014-15
REQUEST**

Account 44590: Insurance Charges

\$162,800

FY 2013-14 Estimated Actual	\$146,000
FY 2013-14 Budget	\$146,000
FY 2012-13 Actual Expenditures	\$113,200

This account provides for premium payments to the Liability Insurance Fund.

SUBTOTAL - SERVICES:

\$1,433,300

CURRENT EXPENSES - REIMBURSEMENTS AND TRANSFERS

Account 46100: Reimbursement to General Fund

\$1,693,800

FY 2013-14 Estimated Actual	\$1,635,100
FY 2013-14 Budget	\$1,635,100
FY 2012-13 Actual Expenditures	\$1,783,900

This account provides for a reimbursement to the General Fund based on the Cost Allocation Plan.

Account 46600: Transfer to Streets and Roads

\$90,000

FY 2013-14 Estimated Actual	\$78,300
FY 2013-14 Budget	\$78,333
FY 2012-13 Actual Expenditures	\$193,333

This account reimburses the Streets and Roads fund for adjustments to Waterworks manhole covers during street reconstruction projects. The amount of reimbursement is based upon the size and scope of planned capital projects for the fiscal year.

Account 49297: Transfer to Retiree Benefits Fund

\$46,200

FY 2013-14 Estimated Actual	\$40,200
FY 2013-14 Budget	\$40,200
FY 2012-13 Actual Expenditures	\$39,900

This account provides for transfer to the Retiree Benefits Fund.

Account 49648: Transfer to Computer Equipment Replacement Fund

\$0

FY 2013-14 Estimated Actual	\$89,600
FY 2013-14 Budget	\$89,600
FY 2012-13 Actual Expenditures	\$87,000

This account provides for transfer to the Computer Equipment Replacement Fund.

Account 49649: Transfer to GIS/Permits Capital Fund

\$0

FY 2013-14 Estimated Actual	\$82,700
FY 2013-14 Budget	\$82,700
FY 2012-13 Actual Expenditures	\$82,700

This account provides for transfer to the Geographic Information Systems and Permits Operations and Capital Funds.

Account 49656: Transfer to FIS Capital Fund

\$0

FY 2013-14 Estimated Actual	\$32,100
FY 2013-14 Budget	\$32,100
FY 2012-13 Actual Expenditures	\$32,100

This account provides for transfer to the Financial Information Systems Operations and Capital Funds.

Account 49763: Transfer to Vehicle Replacement Reserve

\$143,000

FY 2013-14 Estimated Actual	\$122,100
FY 2013-14 Budget	\$122,100
FY 2012-13 Actual Expenditures	\$116,400

This account provides for transfer to the Waterworks Vehicle Replacement Reserve.

Account 49763: Transfer to Replacement Reserve

\$1,460,000

FY 2013-14 Estimated Actual	\$1,460,000
FY 2013-14 Budget	\$1,460,000
FY 2012-13 Actual Expenditures	\$1,460,000

This account provides for transfer to the Waterworks Facilities Replacement reserve.

SUBTOTAL - REIMBURSEMENTS AND TRANSFERS

\$3,433,000

SUBTOTAL - CURRENT EXPENSES

\$34,192,000

CAPITAL OUTLAY

Account 47030: Vehicles

\$28,200

FY 2013-14 Estimated Actual	\$89,100
FY 2013-14 Budget	\$89,100
FY 2012-13 Actual Expenditures	\$0

This account provides for supplemental funding for the replacement of five vehicles: V#442, V#449, V#458, V#461, and V#473. There are insufficient funds accumulated in the Vehicle Replacement Fund.

TOTAL CAPITAL OUTLAY

\$28,200

CAPITAL PROJECTS - REPLACEMENT RESERVE FUND

Account 48500: Maintenance Projects

\$650,000

FY 2013-14 Estimated Actual	\$760,300
FY 2013-14 Budget	\$909,800
FY 2012-13 Actual Expenditures	\$426,408

A Paving and Slurry Seal at Tank Sites \$25,000

Annual program for crack sealing and seal coat work at Waterworks Tank Sites and Pumping facilities.

B Landscaping/Noise Barrier at District Facilities \$20,000

Annual program for landscaping to visually enhance the area around water tanks and for the installation of fence screening. It is anticipated that the funds will be used for new plant material to replace existing landscaping that is falling or has been damaged by vandalism or weather.

C	<u>Painting of Water Facilities</u> Annual program for repainting exteriors of water tanks and pump stations throughout the District based on physical inspections by staff. Repainting prolongs the life of water tanks and pump stations. The funds are also expended for the removal of graffiti.	\$20,000
D	<u>Refurbishment/Installation of District Pumping Facilities</u> Annual program for ongoing refurbishment of pumps and motors that are inefficient to operate and are in need of repair or replacement.	\$55,000
E	<u>Valve Box Replacement</u> Annual program for ongoing valve box replacements throughout the District.	\$15,000
F	<u>Main Line Valve Replacement Program</u> Annual program for ongoing replacement of main line valves throughout the District. It is anticipated that 30 valves will need to be replaced in FY 2013-14. Many of these valves are broken and others do not shut tightly. Cost includes all labor and material.	\$135,000
G	<u>District Telemetry Systems</u> Annual program for ongoing maintenance and modifications to security systems and for support to the District's SCADA system. Maintenance and modifications are performed on an as-needed basis for field equipment that fails or needs replacement for systems upgrades and software revisions.	\$100,000
H	<u>Vulnerability Assessment Upgrades</u> Implementation of security measures as outlined in the Vulnerability Assessment Study. Work is also performed on an as-needed basis to security equipment that fails or needs replacement due to obsolescence.	\$40,000
I	<u>Interior Tank Recoating</u> Annual program to repair and recoat the interiors of District water storage tanks. Many of the District's 42 tanks were constructed in the 1960s with coal-tar enamel coatings that are now obsolete and exceeding their life expectancies. Deterioration of the coatings result in water quality degradation and shortened tank life. The tanks have been inspected and evaluated to prioritize the scheduling for recoating and replacement of corroded roof ties, braces, and other internal framework. Based on the evaluation, Hilltop Tank is scheduled for FY 2013-14, Alta Vista Tank No. 1 in for FY 2014-15, Madera 1190 Tank in FY 2015-16, Walnut Tank No. 1 in FY 2016-17, Walnut Tank No. 2 in FY 2017-18, and Flanagan Tank in FY 2018-19.	\$240,000

Account: 48600: Improvement Projects

\$1,230,000

FY 2013-14 Estimated Actual	\$4,751,700
FY 2013-14 Budget	\$8,227,500
FY 2012-13 Actual Expenditures	\$95,889

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|---|--|-----------|
| J | <u>Recycled Water Projects</u> | \$690,000 |
| | Increase recycled water use by up to 1,250 acre-feet per year. Upgrade the existing recycled water pump station at the Simi Valley Water Quality Control Plant, construct a storage tank, install up to twelve miles of main pipeline, and construct a small pump station. Recycled water service would then be provided to up to 70 District customers with large irrigation demands, including schools, cemeteries, and recreational facilities along Madera Road, Cochran Street, and Royal Avenue as well as the Simi Valley Town Center and a number of Caltrans freeway intersections. In conjunction with street improvements, 4,000 feet of pipeline has been constructed in West Los Angeles Avenue/West Easy Street. Phase 1 consists of 4,300 feet of pipeline to be constructed in Cochran Street, Westhills Court, and Park Center Drive, and Phase 2 consists of 17,300 feet of pipeline, one storage tank, and upgrades to an existing recycled water pump station. A Proposition 84 grant of \$3,000,000 has been secured for Phase 1 and 2 construction scheduled for completion in FY 2016-17. | |
| K | <u>Small Tank Replacement</u> | \$140,000 |
| | Construct replacements for the Aerator Tank, Well 31 Tank, Station No. 2 Tank, and Station No. 3 Tank that are badly deteriorated, to improve reliability and prevent water quality degradation. | |
| L | <u>Water Line Replacement in County Line Road</u> | \$60,000 |
| | Construct 350 feet of 6-inch water line in County Line Road from Dennis Road to Vaughn Street to provide service to the southeast portion of the Box Canyon area, and construct 325 feet of 10-inch water line within an easement in the Box Canyon area. Project completion is dependent on Developer's schedules. An additional \$96,000 will be budgeted in FY 2014-15. | |
| M | <u>Water Line Relocation - Box Canyon</u> | \$180,000 |
| | Construct 400 feet of 12-inch water line relocating a portion of the main supply line from Station No. 3 Pump Station to Rocketdyne Tank. Relocating this portion of water line from private property to an easement will provide reliability, safety, and cost-effectiveness. | |
| N | <u>First Street Water Line Replacement</u> | \$80,000 |
| | Replace 2,400 feet of 24-inch deteriorating water main in an easement west of First Street. The replacement waterline will be constructed in First Street from Arcane Street to Bennett Street. An additional 300 feet of 12-inch water line will be constructed in Fitzgerald Road from the proposed 24-inch water line in First Street to the existing 12-inch water line terminus in Fitzgerald Road to complete a major water loop improving flow capacity and reliability for the area. | |

- O Well Rehabilitation Program \$80,000

Assess and rehabilitate five dewatering and three production wells to ensure reliability, longevity, and water quality. The five dewatering wells mitigate surface water nuisances caused by rising groundwater. The production wells provide groundwater supplies to the Tapo Canyon Water Treatment Plant and to non-potable water customers. The assessment, in FY 2014-15, will inspect all wells, review their construction, test the mechanical equipment, and check the water quality. The resulting data will be analyzed to determine the characteristic, condition, and deterioration of each well and equipment to recommend rehabilitation and maintenance measures. Maintenance and rehabilitation will be prioritized, and one well will be rehabilitated in FY 2014-15 and FY 2018-19, while two wells will be rehabilitated each fiscal year from FY 2015-16 to FY 2017-18. Each year, a well expert (hydrogeologist) will also be needed for analytical work and advice.

TOTAL - REPLACEMENT RESERVE FUND

\$1,880,000

CAPITAL PROJECTS - CAPITAL IMPROVEMENT FUND

Account 48600: Capital Improvement Fund Projects

\$1,080,000

FY 2013-14 Estimated Actual	\$1,842,700
FY 2013-14 Budget	\$1,842,700
FY 2012-13 Actual Expenditures	\$280,373

- P Emergency Generators \$200,000

Annual program to purchase and install gas-driven generators to provide back-up power to maintain operations at selected pump stations during electrical outages, as recommended in the Water Master Plan. Specifications for portable generators for Smith Road, Station No. 2, and Station No. 3 Pump Stations have been completed and their purchase scheduled in FY 2014-15. Other generators are planned for Cottonwood, Bridle Path, Library, and Flanagan Pump Stations in subsequent years.

- Q Water Storage Mixing Systems \$180,000

Annual program to purchase and install water-circulation systems in selected water storage tanks to reduce water quality degradation. Eight different water storage tanks have been equipped with water-circulation systems, and other systems are proposed for Mine Road and Thompson Tanks in FY 2013-14, Stow Street Tanks Nos. 1, 2, 3 and 4 in FY 2014-15, First Street Tanks Nos. 1, 2, 3, and 4 in FY 2015-16, and Flanagan Tank in FY 2016-17.

- R Knolls Zone Water Facilities \$400,000

Design and construct a 1-million gallon water storage tank at a high-water elevation of at least 1404 feet on property to be acquired in the Knolls Zone. Construction will include a pump station, approximately 1,100 feet of 12-inch pipeline, and one pressure reducing station depending upon the high-water elevation of the proposed tank. The proposed improvements will increase water storage capabilities for the Knolls Zone to satisfy Waterworks District requirements. Design is scheduled for FY 2015-16. Construction is scheduled for completion in the last quarter of FY 2016-17.

- S Stearns Yard Storage Building \$100,000

Construct a 2,800 square-foot prefabricated metal building to house and protect portable fuel-driven generators for use at various pump stations to provide reliability of water supply and fire protection in power outages. The cost of the building has increased to comply with aesthetic requirements by

Department of Environmental Services.

T Simi Valley Basin Groundwater Study \$200,000

Prepare a study that assesses and characterizes the geology, hydrogeology, and water quality of the Simi Valley Basin. This will determine its feasibility as a local water resource. The study will recommend sustainable yield and analyze water quality issues to use the groundwater as potable, or irrigation, water. Developing the groundwater into a potable water resource has many benefits – it would reduce water costs compared to imported water, improve water supply reliability, possibly address rising groundwater in some areas, and provide a needed Salts Total Maximum Daily Load (TMDL) compliance strategy. Project funding is not known, and the projects needed are not yet defined, so this budget is limited to the study, and future budgets would provide further cost estimates on projects.

TOTAL - CAPITAL IMPROVEMENT FUND

\$1,080,000

**VENTURA COUNTY WATERWORKS DISTRICT NO.8
FY 2014-15 POLICY ITEM PROPOSAL**

TITLE: Fixed Base Meter Reading Network Pilot
REQUEST: \$89,000
ACCOUNT: 761-4640-47020
PRIORITY: 1

COST BREAKDOWN	
Capital Outlay	
Furnishing & Equipment	\$89,000
TOTAL:	\$89,000

Waterworks requests approval for a first phase implementation of a Automated radio based Meter reading system or AMI (Advanced Metering Infrastructure). Waterworks will develop a four month pilot system on the west side of the city to develop system needs and required bid specification information for the District and Utility billing to process the newly expanded information. And additional \$25,000 is requested in the annual change out program to install a 130 unit pilot program in Wood Ranch. Pilot installation would require no changes to billing system data.

The project's radio collection sites are to be installed over a Five-year period at a cost of \$20,000 per site. The District plans on installing 1 to 2 units per year at District tank and pump station sites. The installation and cost for the water meter with radio transmitter are covered in the annual meter replacement project account 42540. The District's current systems are manual, touch and radio drive-by system combinations. Additional fixed-base receivers would need to be installed in subsequent phases, in future years, to expand the system to the ultimate District-wide capability. This staged approach would allow for expansion at the District's pace, using a hybrid solution of Walk, Touch, Drive By and Automated reading system. The first year's cost would include software and training.

The AMI system would collect daily reads at midnight that contain the historical usage information for each meter. Features include the ability to track usage flows for residential, commercial, and landscape areas for water conservation and leak detection for the Districts customers and pipelines. This system would be a great benefit to the Districts water conservation program.

Customer Service representatives will have the necessary information, and graphical analysis to quickly resolve customers concerns immediately. Move-In, Move-Out's reads are accomplished with out a visit to the site. The system could provide leak notification on the customer bill or by email. Usage graphs that have current and historical information can be easily emailed to customer at their request. The system has complete web site integration if required, allowing the customer to access data directly. The system provides a meter reading time-stamped at midnight, plus consumption data for every meter in the AMI system every 15 minutes. This system would lead to a long-term single solution for the Waterworks meter data collection systems.

The cost breakdown is as follows:
Phase I Meer Reading System \$55,000
Pilot Meters (one-time) \$25,000
Off-site software hosting \$9,000

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for the Main Line Valve Replacement Program
TOTAL: \$135,000
ACCOUNT: 763-9763-48500
PRIORITY: 1

SAVINGS BREAKDOWN	
<u>Capital Outlay</u>	
Improvements	\$135,000
TOTAL:	\$135,000

The main line valve replacement program is an ongoing program to replace old main line valves throughout the District. These valves are broken or do not close tightly. This program is beneficial in reducing water losses and reduces the number of homes that are without water when a main line is closed for repairs.

Deferring the main line valve replacement program will result in continued use of old valves that do not hold tight during main line shut downs, requiring more valves to be shut off and more homes to be without water during the shut down. This will also result in additional water loss, based on the additional footage of water mains that will be shut off.

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for Meter Change Out Program
TOTAL: \$452,100
ACCOUNT: 761-4640-42520
PRIORITY: 2

SAVINGS BREAKDOWN	
<u>Current Expenses</u>	
Meters	\$452,100
TOTAL:	<u>\$452,100</u>

The District has an ongoing program to replace all the water meters that are 20 years or older.

The purpose of the program is to replace the older meters with new ones that are more accurate. A total of 1,694 meters have been identified for replacement in FY 2014-15. It is projected that new meters will recover their initial costs within two years due to their improved accuracy. The continuing higher rate of accuracy should continue for a 15- to 20-year period. The actual loss of additional revenues cannot be estimated due to the unknown accuracy of each existing water meter.

The proposed program reductions would delete funding for the replacement of all 1,694 meters.

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Eliminate Funding for the Refurbishment/Installation of District Pumping Facilities
TOTAL: \$55,000
ACCOUNT: 763-9763-48500
PRIORITY: 3

SAVINGS BREAKDOWN	
Capital Outlay	
Improvements	\$55,000
TOTAL:	<u>\$55,000</u>

The District has an on-going program to refurbish pumps and electrical controls that are inefficient and in need of repair or replacement. Discontinuing this program will result in continued use of pumps that are inefficient and have deteriorated controls, thus resulting in higher maintenance and power costs.

**VENTURA COUNTY WATERWORKS DISTRICT NO. 8
FY 2014-15 REDUCTION PROPOSAL**

TITLE: Reduce Landscaping Improvements at Tank Sites
TOTAL: \$20,000
ACCOUNT: 763-9763-48500
PRIORITY: 4

SAVINGS BREAKDOWN	
<u>Capitol Outlay</u>	
Improvements	\$20,000
TOTAL:	\$20,000

The District currently provides for landscape improvements at tank sites and pump stations. The FY 2014-15 projects include replacing irrigation systems at tank sites and drought-tolerant shrubs and replacement trees at various water tanks and pump stations. Deferring this program would result in no further landscaping improvements around existing water tanks or pump stations.

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